DOCUMENT RESUME

ED 222 668 CE 034 028

TITLE	Industrial Arts Curriculum Guide for AIASA.
INSTITUTION	Connecticut State Dept. of Education, Hartford. Div. of Vocational and Adult Education.
PUB DATE	May 82
NOTE	175p.; For related documents, see CE 034 029-032.
PUB TYPE	Guides - Classroom Use - Guides (For Teachers) (052)
EDRS PRICE	MF01/PC07 Plus Postage.
DESCRIPTORS	Guidelines; *Industrial Arts; Industrial Education; Organizational Development; Organizations (Groups); Parliamentary Procedures; Postsecondary Education; Public Relations; Secondary Education; State Curriculum Guides; *Student Organizations; Technical Education; Trade and Industrial Education; Vocational Education
IDENTIFIERS	*American Industrial Arts Student Association; *Connecticut

ABSTRACT

This curriculum guide for American Industrial Arts Students Association (AIASA) chapters is part of a series of curriculum guides for use in the industrial arts curriculum in Connecticut. The guide is divided into three parts. The first part of the guide introduces AIASA and summarizes its history, goals and purposes, and advisor responsibilities. In the second part of the guide, general information on how to organize a local AIASA chapter is provided. This part contains tips for getting started, a flow chart for the Connecticut association of AIASA, suggestions for organizing a public relations program, the AIASA emblem, parliamentary procedures, suggestions for work programs, and financial support. The third part of the guide contains aids for officers, including suggestions for generating news releases, speech suggestions, secretary aids, examples of a treasurer's report, officers' duties, names of state officers, and AIASA materials and sources. The Connecticut AIASA constitution, bylaws and chapter officer duties are contained in appendixes to the guide. (The material in this guide is suitable for secondary or postsecondary AIASA chapter organizations.) (KC)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED222668

INDUSTRIAL ARTS CURRICULUM GUIDE

FOR

AIASA

State Department of Education

Division of Vocational and Adult Education

May, 1982

CE 034 028

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

This document has been reproduced as received from the person or organization originating it.

Minor changes have been made to improve reproduction quality.

Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

V Richanick

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

TABLE OF CONTENTS

Disclaimer 1

AIASA Manual Committee 2

Connecticut State Board of Education . . . 3

Introduction 4

Industrial Arts Scope and Sequence . . . 9

History of AIASA 17

History of Connecticut Association of AIASA . . 19

Chapter Leadership Model 26

Creating an Industrial Arts Image . . . 28

Goals and Purposes 31

AIASA Chapter Advisor Responsibilities . . 33

Code of Ethics for Adult Advisors 35

GENERAL CHAPTER INFORMATION

How to Organize a Local AIASA Chapter . . 37

Establishing an AIASA Chapter 40

Getting Started with Organizational Meetings . . 42

Flow Chart for Connecticut Association of AIASA . 46

Organizing a Public Relations Program . . 48

The AIASA Emblem 60

Application Blank 65

Conference Code of Ethics 67

Chapter Meetings and Activities 69

Installation of Officers 71

Parliamentary Procedure Helps 72

Use of Gavel - Control of Meeting . . . 74

AIASA Creed 75

Physical Arrangement for the Meetings . . 76

Work Program 78

Planning a Program of Work 79

Chapter Enterprising Projects 85

Supporting Your Chapter Financially . . . 87

APPENDICES

CT-AIASA Constitution 93

CT-AIASA Bylaws 99

Chapter Officer Duties and Responsibilities . . 106

AIDES FOR OFFICERS

What is News? 119

Speech 125

Young People's Bill of Responsibilities . . 131

Secretary Aids 132

Example of a Treasurer's Financial Report . . 142

State Candidacy for State Officers . . . 143

Duties and Responsibilities of CT-AIASA Officers . 144

General Rules CT-AIASA Competitive Events . . 153

Specific Guidelines for Vocational Student Organization 158

CT-AIASA Charter Chapters 1978-79 . . . 172

CT-AIASA Charter Chapters 1979-80 . . . 173

CT-AIASA Charter Chapters 1980-81 . . . 175

CT-AIASA Charter Chapters 1981-82 . . . 177

State Officers 1979-80 179

State Officers 1980-81 180

State Officers 1981-82 181

AIASA Materials and Sources 182

DISCLAIMER

The activity which is the subject of this report was supported in whole or in part by the U. S. Department of Education. However, the opinions expressed herein do not necessarily reflect the position or policy of the U. S. Department of Education, and no official endorsement by the U. S. Department of Education should be inferred.

(20 U.S.C. 1221c(b)(1))

CONNECTICUT INDUSTRIAL ARTS

AIASA MANUAL COMMITTEE

Elsie K. Haworth, Chairperson
Robert J. O'Brien Middle School
East Hartford, CT

Philip Monty
RHAM Jr. High School
Hebron, CT

Ann Gaulin
Brooklyn School
Brooklyn, CT

Craig Clark
Weaver High School
Hartford, CT

David M. Mordavsky
Industrial Arts Consultant
State Department of Education
Hartford, CT

Sincere appreciation to all who assisted in making this book.

CONNECTICUT STATE BOARD OF EDUCATION

June K. Goodman, Chairwoman

James J. Szerejko, Vice Chairman

Mark R. Shedd, Secretary and Commissioner of Education

Dayson D. DeCourcy

Warren J. Foley

Roberto Fuentes

Abraham Glassman

Rose Lubchansky

Julia Rankin

Gail H. Stockham

Norma Foreman Glasgow, Commissioner of Higher Education
(Ex-Officio)

Theodore S. Sergi, Assistant Secretary and Deputy Commissioner

Division of Vocational and Adult Education

Clarence M. Green, Associate Commissioner/Director

Bureau of Vocational Services

Errol J. Terrell, Chief

INTRODUCTION

This advisor's handbook is designed to help new and "old" advisors make AIASA an integral part of their Industrial Arts program.

The ideas and information contained within the book do not have all the answers and will not work in all situations. The information presented contains the ideas of four advisors and the information they have gathered in their AIASA experience.

AIASA is "opportunity". It is whatever the advisor helps the students make it. AIASA is leadership, it promotes I.A.; it broadens a students knowledge and understanding and AIASA helps students to respect the dignity of labor and appreciate craftsmanship.

AIASA will help give each student exposed to it an edge - a little more than that - helps in lifes later occupations no matter what they are.

Use this guide to help you help your students to "learn to live in a Technical World".

WHAT IS AIASA?

The American Industrial Arts Student Association (AIASA) is an integral part of the instructional program in industrial arts education. It offers co-curricular learning experiences that make education more meaningful. Any student enrolled in or having completed industrial arts courses is eligible for membership in AIASA. Specifically, AIASA is an organization of, by, and for students.

The American Industrial Arts Association (AIAA) and the United States Office of Education (USOE) have given official recognition to AIASA as "the only national student organization devoted exclusively to the needs of industrial arts students."

WHAT IS AIASA INCORPORATED?

According to the articles of Incorporation, Bylaws, Section I - "The American Industrial Arts Student Association, Incorporated is a non-profit, educational corporation consisting of those persons who are officially designated by the state to serve as

State Supervisors of Industrial Arts or an appointed representative in each state, territory, or geographic unit chartered by this Corporation, and organized to serve as the sponsoring agency for the American Industrial Arts Student Association." On November 1, 1978, AIASA was granted autonomy from AIAA and thus became incorporated under its own charter with its own constitution, By-Laws and a Board of Directors.

PHILOSOPHICAL BELIEFS ABOUT THE STUDENT ASSOCIATION

The student association is a medium for enriching industrial arts offerings and extending their values. It is included in every course so that all students will benefit from participation.

We further believe that the student association:

- expands the individual's knowledge about industry and technology.
- improves the system for recognizing the achievements of a student, school or class which provides incentive and encouragement for pride in work well done.
- reflects the American way of life wherein democratic decision making is significant and has become an important aspect of industrial arts instruction.
- develops leadership and personal qualities in all students as enhancement for their life and work.
- increases realistic contact with industry and technology.
- instills economic responsibility and understanding in students.

INDUSTRIAL ARTS SCOPE AND SEQUENCE

Industrial Arts learning experiences are sequential, beginning in the lowest grades and continuing through adult and higher education. As an integral part of the total educational program, Industrial Arts is designed to meet student's needs as they relate to a modern technological society. Through manipulative and research experiences, with a variety of tools, machines, processes and products of industry, students develop an awareness of how industry and its many components function.

A comprehensive Industrial Arts program will provide for a sequence of courses in industrial areas. These include, but are not limited to:

drafting	industrial ceramics
electricity/electronics	metal technology
general lab	plastic technology
graphic arts	power technology

wood technology

The objectives of Industrial Arts are:

..... To develop an insight and understanding of industry, its place in our society, and the free enterprise system.

..... To develop problem solving skills related to the materials, tools, processes and products of industry.

..... To provide for a degree of skill development through a series of sequential courses in common industrial areas with vocational emphasis at the advanced levels.

..... To develop knowledge of the tools, machines, materials and processes of industry through their practical and safe use.

..... To develop an appreciation of good design and craftsmanship.

..... To develop an understanding of industrial and technological career opportunities and their requirements.

..... To develop those traits which will help students obtain and maintain employment.

..... To develop consumerism regarding the goods and services of industry.

..... To discover avocational and recreational interests.

..... To understand the affects of industry and civilization upon the environment.

The following sequential phases represent a range of Industrial Arts activities from kindergarten through adulthood. Reference is made to grade level to assist LEA's in planning. It is understood that a wide variety of grade organizations are employed based upon local situations.

I. Self-Awareness (grades K-6)

Industrial Arts at this level is designed to familiarize students with the many kinds of work people do and the tools and materials they use. It is at the elementary level that Industrial Arts activities are used to enhance basic skills and understandings in all curricular areas by providing relative hands-on experiences.

II. Industrial Arts Exploration (grades 7 & 8)

Industrial Arts at the middle school/jr. high school level is designed to foster the development of a strong foundation in the concepts, skills, knowledges and attitudes regarding not only the technical but also the related and social aspects of general education.

Industrial Arts experiences at this level are exploratory in nature. The program provides students with the opportunity to develop a better understanding of their interests, abilities and aspirations. Consumer knowledge as it relates to industrial products and processes is an inherent part of these activities. A broad exploratory Industrial Arts program at the middle school/jr. high school level allows individual student's interests to become more discernible for concentration at the senior high level.

III. Industrial Arts Occupational Orientation (grades 9 & 10)

Industrial Arts at this level emphasizes occupational orientation. It is here that the transition from middle school/jr. high school exploratory experiences to specialization at the upper levels is made. Students may explore in greater depth a wider variety of areas, evaluate their performance, aptitudes and interests and begin to formulate career plans.

IV. Industrial Arts Specialization (grades 11 & 12)

At this level students are provided the opportunity to specialize in one or more occupational areas and to develop pre-vocational skills. Training at this level should prepare students to maximize their career options after high school.

This level should also assist individuals in making informed and meaningful occupational choices and/or prepare them for entry into advanced trade and industrial or technical education programs.

V. Adult, Continuing and Higher education Industrial Arts programs are designed for adults and out of school youth. These programs are avocational, pre-vocational or vocational in nature depending upon the needs of the individual and the demands of society.

Specific Guidelines For Industrial Arts

Grade Level

7 - 12 and Adult

Selection of Students

Open to all students who can profit from instruction, and work safely in a Lab/Shop situation

Length of Program

Level One (Exploratory) grades seven (7) and eight (8) - Lab/Shop classes meet a minimum of 60 hours per year. Lab/Shop periods must be of at least 40 continuous minutes and should not exceed 60 minutes.

Level Two (Occupational Orientation) grades nine (9) through twelve (12), or grades ten (10) through twelve (12) - students electing Level Two Industrial Arts courses must have the opportunity to participate in a minimum of 225 minutes of Lab/Shop activities per week, per semester. Daily Lab/Shop periods must be of at least 45 continuous minutes and should not exceed 60 minutes.

Level Three & Four (Specialization and Pre-Vocational) grades eleven (11) and twelve (12). Students that elect Level III & IV Industrial Arts courses must have a minimum of 450 minutes per week, per year of Lab/Shop activities.

Daily Lab/Shop periods must be of at least 90 continuous minutes. The definition of a year is a minimum of 180-day school days. A semester is 90 continuous school days.

Pre-Requisites

Successful completion of Level Two course prior to participating in Level Three. Successful completion of Level Three course prior to Level Four.

Enrollments

Based on Lab/Shop size and facilities, 16 students per class maximum in Lab/Shop areas and 20 students per class in drafting. The recommended and minimum square footages are as follows:

Shop/Lab

	Recommended		Minimum	
Jr. & Sr. High School	s.f./pupil station	Net total s.f. area	s.f./pupil station	Net total s.f. area
Drafting (including storage	48 sf	1200 sf	40 sf	1000 sf
I.A. Jr. H.S. Level One (including storage)	100 sf	2500 sf	82 sf	2050 sf
I.A. Sr. HS (including Levels Two, Three & Four storage	144 sf	3600 sf	120 sf	3000 sf

A classroom should be made available for related study, adjacent to the Shop/Lab areas. All facilities must comply with OSHA regulations.

Teachers Schedule

Industrial Arts contact hours for a full-time instructor should comprise 70% to 80% of their school week, and 20% to 30% of their time in industrial arts related non-teaching duties, such as maintenance and preparation of I.A. materials.

Equipment

All equipment must be in safe operating condition and conform to all federal, state, and local standards. Equipment must be:

A. Applicable to the level being taught, i.e., size capacity, quantity, and necessity.

B. Enhance the program level and be similar to that found in industry.

C. Take into consideration: occupational education, consumer competency, leisure time activity, and environmental awareness.

Evaluation

Continuous evaluation by students, teachers, school, vocational, advisory committee, and state. Evaluation results must become an integral part of program development and improvement.

School Credit

Equal to other academic credit granted for similar periods of time and activities.

Youth Organizations

It is recommended that the American Industrial Arts Student Association (AIASA) be an integral part of the curriculum.

Teacher Certification

Instructors shall meet the minimum standards for Industrial Arts teachers provisional certification as outlined in the "Rules and Regulations Concerning State Teacher Certification" section 10-146-21 and section 10-146-22.

Standard certification requires three (3) years of teaching under a provisional certificate, the last two (2) years consecutive and a master's degree or thirty (30) semester hours, consisting of a planned program at an approved institution of higher learning and an individual program, mutually determined and approved by teacher and supervising agent.

Teachers of I.A. to be funded through the Vocational Education Acts must comply with section 10-146-22 above, have one (1) year of appropriate occupational experience and complete Principles of Vocational Education, a three (3) semester hour Vocational-Technical Education course.

Sex Stereotyping

Existing activities and future plans must show evidence of actions directed toward the elimination of sex stereotyping, including continual effort to attract females to elective industrial arts courses traditionally chosen by males. Industrial arts courses which are required for any students at a particular level must be required of all students, male and female.

HISTORY OF AIASA

The idea of an Industrial Arts Club began many years ago in many different schools. Teachers provided after school activities for interested I.A. students. The American Industrial Arts Association recognized these "clubs" and worked to assist them. In 1965 at the Tulsa AIAA Conference, the American Industrial Arts Association Student Clubs were officially organized and 1967 brought about the division of the American Industrial Arts Association Student Clubs separated into: 1) American Industrial Arts Student Association and 2) the Industrial Arts College Clubs.

In 1977 the executive board of AIASA took action to allow the American Industrial Arts Student Association to incorporate as a legal body and seeks its own identity. This action led to the tremendous growth of AIASA in the past few years.

The United States Office of Education recognized AIASA in 1978 as the official "vocational" student organization for Industrial Arts students. AIASA also established an official Board of Directors.

1978 brought about the first national chartering of seventeen state associations at the AIAA National Conference. This year AIASA students were represented at the meeting of the National Coordinating Council for Vocational Student Organizations.

In 1979 at Memphis, Tenn., the first AIASA National Conference was held independent of the American Industrial Arts Association and eleven more state associations were chartered.

HISTORY OF CONNECTICUT ASSOCIATION OF AIASA

Connecticut AIASA began in the summer of 1978, when 15 teachers met with the State I.A. Consultant, David M. Mordavsky and Ron Applegate, Executive Director of AIASA. At the meeting, AIASA goals and objectives were explained and a decision was made to have a formative meeting in September.

On September 22, 1978, 20 students and teachers met at M.T. Sheehan H.S. in wallingford and heard David Mordavsky and Ron De Gregory speak on how to start a chapter and organize AIASA activities. A constitution was discussed and a constitutional committee meeting set for October 16, 1978 in Hartford.

On October 16, 1978, the constitution was ratified and a format set for the election of State Officers. Chapter applications were collected and by the end of October, nine chapters became chartered chapters. (See list # 1 in Appendices for first 9 chapters) The state charter fee of $50.00 was donated by the Connecticut Industrial Arts Association.

State Officers election was held Dec. 6, 1978 and a slate of 5 officers were elected. They were David Suraci, President from Hamden H.S., James Sayer, Vice President from RHAM Jr. H.S., Aliza Jenkins, Reporter from O'Brien Middle School, Mark Breadheft, Secretary from RHAM Jr. H.S., and Mark Penney, Sergeant-at-Arms from O'Brien Middle School.

In December, 1978, 8 chapters and their delegates along with the State Officers attended the first Connecticut Council of Vocational Student Organization's Leadership Development Seminar in New Haven. Jeff Short, National AIASA President also attended. This was the first chance the State Officers had to meet with a National Officer to discuss AIASA, its national activities and the upcoming National Conference in Memphis, Tenn.

Two more chapters were added that spring for a total of eleven chapters the first year. The first Chapter Officer Training Conference was held in March 1979. As part of that conference the AIASA Creed event was formulated. This was CT - AIASA's first and "own" event. Plans were made for the first State Conference to be held May, 1979, in conjunction with the CIAA

Spring Conference. By the time the State Conference came, Connecticut AIASA membership stood at 270 students.

The First State Conference consisted of 12 events and was run over a period of one day at Central Connecticut State College. State Officers were elected at the conference. To round out the beginning year, 19 students from your chapter accompanied by five adults including two chapter advisors as well as the state advisor attended the National American Industrial Arts Student Association Conference in Memphis, Tenn. in June, 1979. The Chapters attending were RHAM Jr. H.S., O'Brien Middle School, Lyman Hall H.S. and Hamden H.S. Many finalist certificates were taken by the Connecticut students including the only first place trophy at a National Conference by a Connecticut Vocational student that year. Dino Fusco, a 7th grader from RHAM Jr. H.S. placed first in Extemporaneous Speaking Level I. The Connecticut Association also received their state charter. The Connecticut delegation placed 5th in Level I competition that year.

Connecticut AIASA's second year saw more growth, although 2 chapters were "lost" and did not reaffiliate, 7 new chapters

were added. The new chapters added were: (see list #2 in Appendices). Rick Saucier, National President, Dan La Fountain, State President and Ephraim Ricketts, State Vice President attended the New England Industrial Arts Teachers Association Fall Conference in Providence, R.I. to recruit new states and chapters into AIASA.

The second Officer Training Course was held in November, 1979. Twenty-one local and state officers attended, learning about AIASA and the Connecticut Association. The second CCVSO Leadership Development Seminar was held in December with AIASA having a good representation. The AIASA State Conference saw a growth of Competitive Events to 15 with the addition of Drafting, Graphic Arts and Eye Safety for the '80'. The Conference events were spread over two days with 179 conference participaters attending, the Conference at Central Connecticut State College.

The National Conference that year was held in Gatlinberg, Tenn. and saw a Connecticut delegation of 38 students and 5 advisors attending. Gatlinberg saw the election of Connecticut's

first National Officer when Dan La Fountain was elected AIASA Vice President. The number of Connecticut AIASA participants receiving awards also increased with Connecticut AIASA students winning 4 trophies and 5 finalist awards. Connecticut also demonstrated two new competitive events: the AIASA Creed and the Small Gas Engine Event.

Connecticut AIASA's third year saw little growth with the number of chapters remaining at 16 (list #3) although there were additions and deletions of chapters. Membership stood at 363. Dino Fusco was elected Vice President of CCVSO with the CCVSO Conference being held in January, 1980.

Dan La Fountain, National Vice President and Dino Fusco, State President attended the NEIATA Conference in Sturbridge, Mass. to recruit new chapters. Through Connecticut's efforts, two more states became involved in AIASA - Maine and New Hampshire.

The third annual AIASA State Conference saw the addition of two more events, Station Symbols and Energy Events.

196 participaters were involved with Connecticut AIASA's third State Conferenoe.

A delegation of 21 students and 4 advisors from Connecticut AIASA participated in the 3rd National Conference held in Tulsa, OK in June, 1981. Dan La Fountain was elected National Sergeant-at-Arms. Connecticut students received 5 trophies and 10 Finalist Certificates at the Award Banquet. Five Connecticut chapters attended the Conference along with a delegation of 11 from New Hampshire AIASA.

Connecticut AIASA's fourth year saw a growth in chapters from 16 to 25 (list #4). Dan La Fountain, National AIASA Sergeant-at-Arms, attended the NEIATA Conference in Killington, VT on Oct 8-10, 1981, to work on recruitment of more New England AIASA chapters. The fall Officers Training Course saw 40 students from 19 chapters participate in the best training conference to date. Dino Fusco, as chairman of CCVSO, ran the 3rd CCVSO Leadership Development Seminar on Dec. 4, 1981 in East Hartford.

The 44th Annual AIAA Conference was held in Hartford, March 22-26, 1982, and saw a large participation by Connecticut AIASA State Officers and chapter members. A reception was held for the AIASA National Officers and a booth was manned by the State Officers over a two day period. AIASA chapters assisted in a lot of background preparation such as addressing letters, making lead table gifts and making over 4000 buttons promoting the Hartford Conference.

The State Conference planned for May, 1982, featured 21 competitive events including for the first time - Technical Writing, Advisor of the Year and Industrial Bowl.

CHAPTER LEADERSHIP MODEL

We, as instructors, are always to be leaders. The following is an outline of leadership and student organizations by Mr. Walter Wiechen, AIASA Kansas Advisor.

I. Definition: Leadership is the knack of getting other people to follow you and to do willingly the things you want them to.

II. A group leader must be able to:

A. Organize a management team
   1. Realize the organization is the key to success.
   2. Plan for efficient organization.
   3. Coordinate activities.
   4. Take care of details.
   5. Follow up.

B. Work within an organization
   1. Earn the right to be a leader.
   2. Be their self and still remain a member of the team.
   3. Set goals and achieve them through the group.
   4. Accept the many demands as leader of the organization.

C. Have a desire to develop qualities of leadership.

D. Have knowledge of assignments and know how to apply this knowledge.

E. Be reliable as a capable leader.
   1. The people that are directed must be able to count on the leader's consistency.
   2. A leader must be able to win the groups support.
   3. The leader must have the ambition to carry on where others stop.
   4. A leader must be of high character.

F. A capable leader must have judgment
   1. Knowledge without sound judgment can destroy the group's programs.
   2. Be able to communicate with associates.
   3. Have the method and personality to sell themself.
   4. Be accustomed to the "Techniques of Persuasion" or "Democratic Leadership".

III. The leadership image includes an obligation to satisfy the motivational drives of the organization by giving:

A. A clean sense of direction.

B. Firmness in decision.

C. Recognition of performance.

D. Just treatment.

E. Pride in the team.

F. Morale of the group.

G. A display of temperament for leadership.

H. Confidence to the group.

I. Common sense above all.

J. A show of enthusiasm.

AN AGENDA LEADS TO DEFINITE ACTION

CREATING AN INDUSTRIAL ARTS IMAGE

Recently an industrial arts teacher was asked how his program was viewed by other teachers, administrators, and parents of his school. He became upset with the question and quickly began to degrade school personnel and parents because, as he saw it, they did not think industrial arts was of much benefit to most students. The teacher added that administrators and teachers of academic subjects viewed industrial arts as a dumping ground, "a place to send dummies," as he put it. The industrial arts teacher was particularly hostile toward guidance counselors since he believed they always guided the "bright" students into other school courses.

The next question posed to this teacher was why did he think teachers, administrators, counselors, and parents held a negative image of industrial arts? Unfortunately, the teacher never did answer the question but rather sidestepped it by again hurling out further complaints and criticisms. It was obvious that he was so bitter that he couldn't or wouldn't face the real problem. And what is the real problem behind negative feelings

that school personnel, parents, and even students hold toward industrial arts in many schools?

Well, the answer in simple terms is one of attitude. Yes, the attitudes projected by industrial arts personnel toward their programs, students, school personnel, and parents will absolutely produce the image of our field. It is a matter based on the fundamental principle of cause and effect which is translated in Figure 1 below.

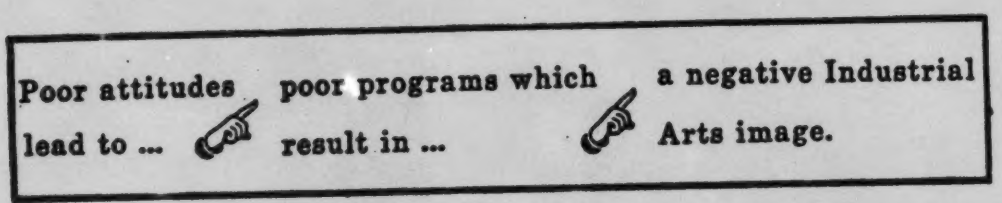


Figure 1. Attitudes in a Cause and Effect Relationship

The cause and effect principle can also be observed in schools where industrial arts is viewed in a positive light. In these schools, you can be certain that you will find industrial arts teachers and supervisors with positive attitudes. When positive attitudes exist, positive actions typically follow. These actions should take the form of keeping abreast of the latest trends and ideas in the field

and then translating them into relevant content, meaningful instructional strategies, and challenging student activities.

Once these positive actions have been implemented they must be showcased throughout the school. This is a necessity if industrial arts personnel are to create a positive image among the total school community. The remaining sections of this handbook will offer an array of exciting ideas and activities that teachers can develop to create a favorable dynamic image for their industrial arts programs.

In conclusion, if industrial arts is to rid itself of its poor image among educators and parents, then teachers in the field are the key. Positive attitudes must be consciously and continually worked on. The results will pay off in rewards to all and will surely create a positive image for industrial arts.

-30-

GOALS AND PURPOSES

I. AIASA promotes industrial arts in school, community, state, and nation. Members help industrial arts become the viable, effective and integral part of the total education system that it was designed to be.

II. AIASA increases knowledge and broadens understanding. Members learn to better understand the industrial technological society in which we live.

III. AIASA provides leadership training. Through individual and group action, members develop the ability to plan together organize and carry out worthy activities and projects. Emphasis is placed on social development, civic consciousness, scholastic motivation and community involvement.

IV. AIASA inspires students to respect the dignity of labor and to appreciate craftsmanship. Members learn to cooperate together to obtain quality results in the achievement of individual and chapter activities and projects.

V. AIASA assists students in making informed and meaningful occupational choices through exploratory experiences in shops, laboratories, and observation in business and industry. Students receive occupational information and instruction pertaining to a broad range of occupations through general program activities and local guidance and counseling.

AIASA CHAPTER ADVISOR RESPONSIBILITIES

As an industrial arts instructor, you wear a second hat as the AIASA advisor to your students. With proper planning and organization, AIASA becomes a valuable teaching tool for you as the instructor and a rewarding learning experience for your students. AIASA can and should become a part of the industrial arts program and not something separate or distinct from your present responsibilities to your students.

Identified below are some of the major AIASA chapter advisor responsibilities:

Take the initiative in establishing an AIASA chapter.

Be knowledgeable about the AIASA organization, its goals, purposes, structure, constitution and bylaws, ceremonies, typical activities, etc.

Be familiar with the procedures for affiliation with the state and the national organization.

See that membership dues are collected and processed promptly at the beginning of the school year to ensure full service for all members.

Assist students in developing a program of meaningful activities.

Keep the school administration, the faculty, and the community in touch with chapter activities.

Assist in the plans for electing chapter officers and instruct new officers in their duties and responsibilities.

See that chapter meetings are conducted on a regular basis.

Counsel individual members and committees on problems and activities.

Encourage participation in district, state, regional and national conferences. Help students prepare for leadership activities and participation at all levels of competition.

Keep abreast of new developments in industrial arts and AIASA and call them to the attention of the members.

CODE OF ETHICS FOR ADULT ADVISORS

Since a good example is one method of teaching, and students participating in the Conference are impressionable, a Code of Ethics (or guidelines) is set for adult advisors.

It becomes the responsibility of each and every participant to see that proper conduct is adhered to at all times.

* Advisors shall conduct periodic meetings with their student delegates for the purposes of reviewing Conference activities; obtaining progress reports; emphasizing time schedules; and overall - to ensure that the students are taking full advantage of the Conference and its activities.

* Advisors shall keep an agenda for each student in order that they may be reached at any time during the Conference.

* Each Advisor shall be responsible for seeing that participants adhere to all conduct practices and procedures.

* The rules as stated in the "Delegate Conduct Practices and Procedures" and the "Dress Code" are called to your attention for review, and should govern the behavior of Advisors as well as students.

GENERAL CHAPTER INFORMATION

HOW TO ORGANIZE A LOCAL AIASA CHAPTER

Many factors go into the making of a strong local chapter of AIASA. Among these are an alert and vigorous membership, an interested instructor/advisor, a good working team of chapter officers, and the cooperation of the school administration. However, the most important factors are the teamwork and interest of the members, and their determination to make their chapter outstanding.

An essential element necessary to organize a chapter, to keep members informed, and to conduct the affairs of the chapter is the chapter meeting. Chapter meetings may be scheduled during the regular class time once or twice a month, or as necessary, during the evening, after school, or at any time convenient to the majority. Often, committee meetings can eliminate the need for many chapter meetings.

1. Become familiar with AIASA's goals and purposes, organizational materials, publications, and brochures available from the national office.

2. Contact the AIASA national, state, and regional advisors, state or regional national officers, and/or the AIAA Director of Student Organizations for additional information and assistance. In addition, determine proper affiliation procedures with the state and national organizations.

3. Find out school procedures for extablishing a bona fide school student organization.

4. Create a task force of students willing to work on initial organization planning (i.e., chapter constitution and bylaws).

5. Visit other AIASA chapters for ideas, suggestions and help in getting your chapter started.

6. Begin holding chapter and committee meetings. Have national AIASA publications on hand for handouts and display.

7. Conduct a membership campaign.

8. Elect or appoint tentative chapter officers to conduct the business of the chapter until the constitution and bylaws are approved and an official election of officers can be held.

9. Instruct officers, individually, as to what is expected of them.

10. Affiliate with the state and national organizations.

11. Decide on regular meetings schedule and plan your program of work for the semester and year. Secure the necessary equipment and materials for conducting meetings and carrying out activities.

TAKING STEPS TO ORGANIZE

Many factors go into the making of a strong local chapter of AIASA. Among these are an alert and vigorous membership, an interested instructor/advisor, a good working team of chapter officers, and the cooperation of the school administration. However, the most important factors are the teamwork and interest of the members, and their determination to make their chapter outstanding.

An essential element necessary to organize a chapter, to keep members informed, and to conduct the affairs of the chapter, is the chapter meeting. Chapter meetings may be scheduled during the regular class time once or twice a month or, as necessary, during the evening, after school, or at any time convenient to the majority. Often committee meetings can eliminate the need for many chapter meetings.

The following steps for organizing a chapter are presented on a general basis and should be modified as necessary for particular needs.

ESTABLISHING AN AIASA CHAPTER

Procedure for Organizing a Chapter

1. If you need assistance contact another chapter or advisor for help in starting your chapter. For additional assistance contact the AIASA State Advisor.
2. Interest your school administrators in the value of organizing an AIASA chapter and become knowledgeable of school policies relative to student organizations.
3. Call a meeting of selected students to discuss the possibilities of forming an AIASA chapter and to explain how the student personnel system will be used in each class.
4. Announce to all eligible students and industrial arts classes that a general meeting for the purpose of forming a school chapter will be held on (Month), (day), and (time). After explaining what the AIASA program strives to achieve appoint a constitution and nominations committee.
5. Using the state and national constitution and Bylaws as a guide develop a local constitution and Bylaws to be approved by the membership.

6. Contact AIASA State and National Advisors; state and national elected officers; and the AIASA National Office for additional information and assistance. In addition, determine proper affiliation procedure with the state and national organizations.

7. Announce to all eligible students and industrial arts classes that a meeting will be held for the purpose of electing the following officers: President, Vice President, Secretary, Treasurer, Sergeant-at-Arms, and Reporter.

8. Instruct officers of their responsibilities.

9. Plan a program of activities for the year. The program should be well balanced among (1) leadership development, (2) industrial/community resources, (3) school/community service, (4) product/service enterprise, and (5) achievement recognition.

10. Have the President appoint chairpersons for committees to carry out the program of activities.

11. Send the following to AIASA State Office for approval:

    1. Membership Application
    2. Chapter Constitution
    3. Annual dues for each member

12. After charter is received, invite another chapter to conduct a charter ceremony or installation of chapter officers. Plan a special meeting to carry out this activity. The AIASA State Advisor or state officers may provide this service.

GETTING STARTED WITH

ORGANIZATIONAL MEETINGS

Most of the essentials are already at hand for a teacher/advisor and prospective members to form an AIASA chapter. How the first four chapter meetings are conducted can help to get the group off on the right foot. Some suggestions follow:

FIRST MEETING

A. EXPLAIN TO THE STUDENTS THE BENEFITS AND GOALS OF AIASA AND HOW THEY RELATE TO THE STUDENT.

1. AIASA provides the means in which the student can:

   a. Learn leadership and responsibility.

   b. Meet with business/industry people on a professional level.

   c. Learn more about the industrial-technical society in which we live.

   d. Become acquainted with career alternatives.

   e. Focus attention on individual and chapter accomplishments.

B. DISCUSS THE HISTORY AND DEVELOPMENT OF AIASA.

1. Size of AIASA.

2. Scope of AIASA.

3. Facts about AIASA.

4. AIASA's Purposes and Goals.

C. ALLOW STUDENTS TO REACT AND ASK QUESTIONS DEALING WITH AIASA.

1. Membership?

2. Dues?

3. Why Join?

4. National AIASA?

5. Stress the importance of local, state, and national membership.

D. A STUDENT COMMITTEE SHOULD BE FORMED TO:

1. Research school procedures for establishing a student organization.

2. Develop a constitution and bylaws and get them ready for approval.

SECOND MEETING

A. DISCUSS THE CHARACTERISTICS OF A GOOD AIASA MEMBER.

Duties and responsibilities of each member.

B. COLLECT, OR AT LEAST GET A FIRM COMMITMENT, FOR THE COLLECTING OF ALL DUES.

C. DISCUSS THE CHARACTERISTICS OF A GOOD OFFICER.

D. DISCUSS THE DUTIES AND QUALIFICATIONS OF EACH OFFICER.

E. SET UP PROCEDURES FOR OFFICER ELECTIONS.

F. DISCUSS THE CONSTITUTION; AMEND, DELETE, AND THEN VOTE ON THE CONSTITUTION.

THIRD MEETING

A. ELECTION OF OFFICERS:

1. President

2. Vice President

3. Secretary

4. Treasurer

5. Reporter

6. Sergeant-at-Arms

a. Allow nominations from the floor -- then discussion, debate, and candidate speeches.

b. Vote and count ballots

c. Announce outcome of elections and welcome new officers.

d. Hear acceptance speeches.

B. SUBMIT APPLICATION FOR CHARTER TO THE STATE ASSOCIATION ADVISOR.

Attach a copy of your constitution.

C. COLLECT ALL DUES.

D. SEND YOUR MEMBERSHIP ROSTER AND DUES TO YOUR STATE ADVISOR.

AFTER THIRD MEETING

HOLD AN EXECUTIVE COMMITTEE MEETING OF ELECTED OFFICERS.

A. INSTRUCT OFFICERS OF THEIR DUTIES AND AREAS OF RESPONSIBILITY.

B. EXECUTIVE COMMITTEE PLANS THE DEVELOPMENT AND GOALS OF THE CHAPTER.

1. A Work Program is selected for the chapter -- what they want to do.

2. A Chapter Budget is worked out for the year.

3. Committees and chairpeople are approved to carry out the program of work. All members should serve on one committee. (These committee chairs are subject to membership approval.) Committee chairs also become a part of the Executive Council.

C. BECOME ACQUAINTED WITH:

1. Proper procedure.

2. Conduct of meetings.

FOURTH MEETING

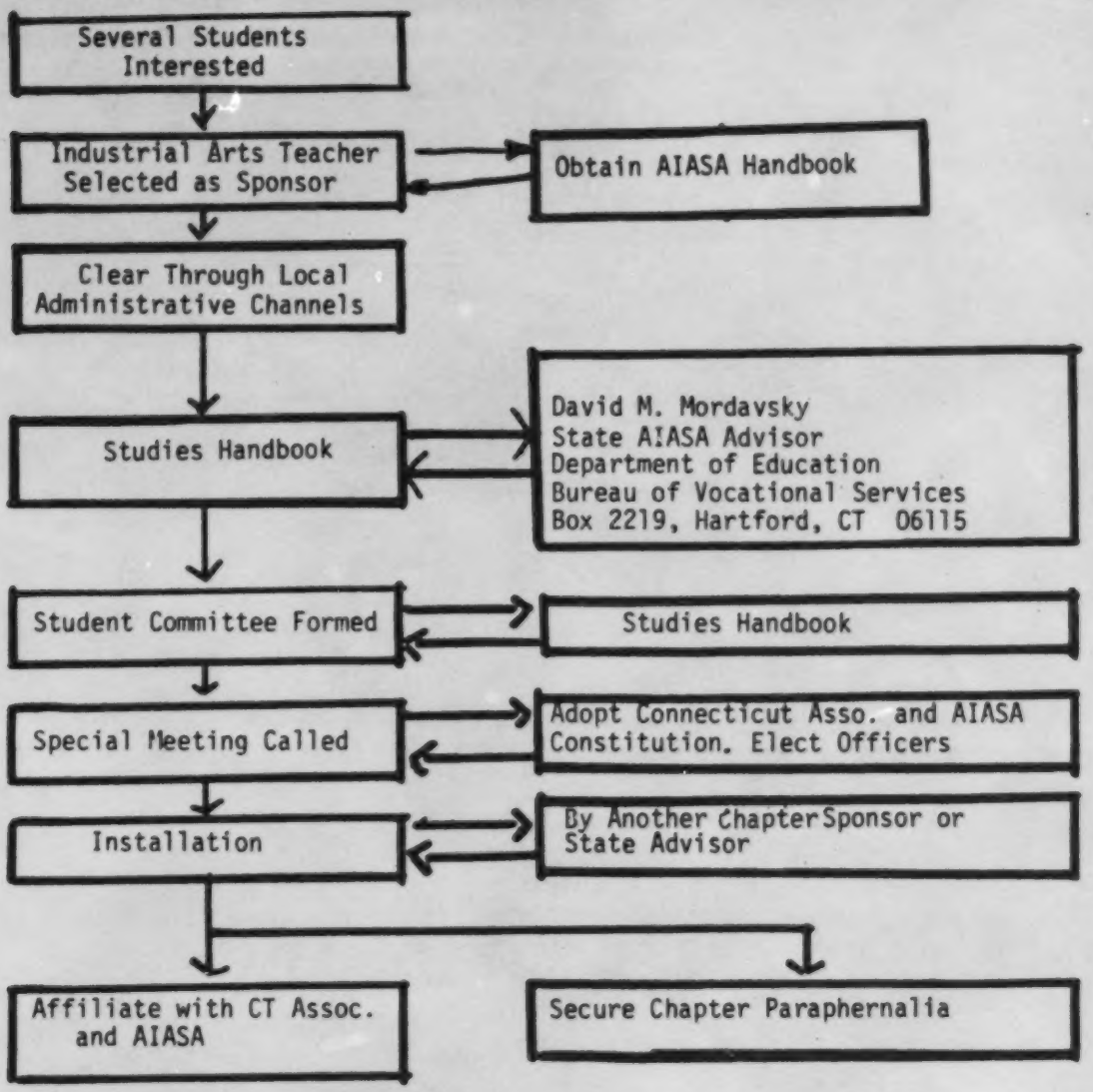
A. APPROVE PROCESS OF NOMINATED COMMITTEE CHAIR-PEOPLE.

B. NEW COMMITTEE AND OFFICERS PRESENT PROGRAM OF WORK AND A BUDGET TO THE MEMBERSHIP FOR APPROVAL.

C. DECIDE ON A TIME FOR REGULAR CHAPTER MEETINGS.

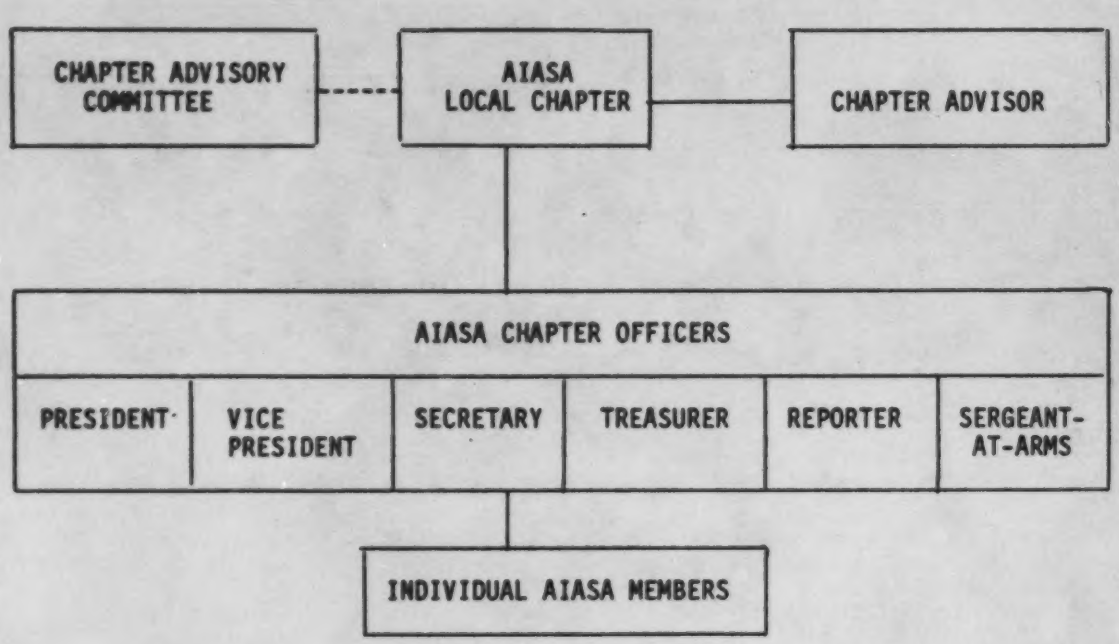
D. CONDUCT REGULAR ORDER OF BUSINESS.

FLOW CHART FOR CONNECTICUT ASSOCIATION OF AIASA



SUGGESTED ORGANIZATIONAL CHART

FOR AN AIASA CHAPTER



ORGANIZING A PUBLIC RELATIONS PROGRAM

If you wish to create a positive image for your industrial arts program and inform fellow teachers, administrators, parents, and the community of the benefits and excitement taking place in your laboratory, a plan must be developed. To be most effective, this plan should be established prior to the start of the school year and be actively utilized throughout the year. Programs that have proven to be effective use at least one public relations activities a month. Possible public relations activities for your program could include the following: conducting advisory counsel meetings, having guest speakers, conducting in school contests, displaying projects at state fairs or AIASA exhibits, taking field trips, publishing a program newsletter for the community, displaying projects in school, publishing program events and activities in the local newspaper, publishing news articles to highlight program students, establishing a chapter of the AIASA, conducting an open house, celebrating National Industrial Arts Education Week, conducting an awards banquet, mass producing projects for fund raising, teaching consumers awareness workshops for the community, or organizing a community service project.

To be fully effective, you must meet local news, radio, and television personalities and update them of your program. When you have a special activity taking place which will be of interest to the community, these personalities must be invited to report the good news.

A sample schedule for planning an effective public relations program is suggested in Table 1.

PR Monthly Schedule

September	October	November	December
- Invite Guest Speaker - Advisory Counsel meeting	- Local field trip - Conduct community workshop - News article	- Celebrate NIAEW - Organize an Open House - Publish Newsletter	- Mass Produce Fund Raiser - News Article
January	**February**	**March**	**April**
- Guest Speaker - Advisory Council Meeting	- News article on students	- Community Service Project	- Field Trip - Newsletter - School Project Contest
May	**June**	**Future Events**	
- Attend Spring IA Festival - Have school project display	- News Article - Awards Banquet - Attend National AIASA Conference		

Table 1

WHAT IS PUBLIC RELATIONS?

"To do good things, then tell all about it"

A combination of sound policies and good practices, multiplies by effective publicity is what produces good public relations.

The following material is provided to help the AIASA chapters have a good public relations program.

Keep students informed and interested.

RADIO AND TELEVISION PUBLICITY

Although radio and television may seem to you to be an expensive form of publicity, there is no need to believe so. Each year, millions of dollars worth of air time is given by the broadcast industry as public service time. Radio and television stations are required by law to run a certain percentage of public service announcements. AIASA activities have a broad enough appeal so as to warrant a share of this time. It is conceivable that your chapter may develop its own public service announcements, and get some air time.

Radio spots are announcements of time-copy that have a message. The usually are 30-second announcements, however, some do run shorter or longer. Their message carries information to the public as a service. In your case, the message is in regard to some AIASA activity. When you write releases for radio, do so in the same manner you would for newspaper copy. Be brief, concise, and neat. Submit the radio release on 8½ x 11" plain white paper, typed double-spaced. You may want to submit your release in varying time segments, such as a 10-second, 30-second, and 60-second segments. Again, as with the newspapers, check with the local station manager to see if there are any special requirements. He may have some interesting ideas for your chapter.

Television spots require more of an effort and planning than do radio announcements. Television as a media provides a visual as well as a spoken message. Plan all television spots carefully. Check with the appropriate station manager as to requirements, ideas, and possible formats that you could use. You may desire to seek the services of someone who has been involved in the broadcasting industry. Here again is a good idea for a guest speaker.

OPEN HOUSES

Open houses are considered by many the best way to get people into the Industrial Arts Center. They can be conducted in a variety of ways, but the most important thing is to advertise them well so that you will have a good turnout.

Some hints for organizing an open house for an Industrial Arts Program:

1. Contact various news media for coverage announcing the open house.
2. Send announcements to all community groups, businesses and industries.
3. Send announcements to all parents.
4. Arrange several stories about how teachers and students are preparing for the open house. Include pictures if possible.
5. Have students attend and be available in their classrooms to demonstrate activities.
6. Have a display of brochures outlining your offerings and goals.
7. Have a map of the facility available.
8. Refreshments should be served.
9. Provide for tour guides for those wanting a more organized approach.
10. Arrange for TV, Radio, Newspaper coverage.
11. If you expect a large crowd, have people to direct parking.
12. Use signs to guide people through halls.

13. Have someone available at the door to greet people when they come and when they leave.

14. Have exhibits and displays located throughout the facility showing the talents of the students.

15. Set the time at the convenience of the community, not the staff. Be aware of major community events. Don't set a time which conflicts with them.

These are by no means all the hints in developing an effective open house.

As with any public relations activity, your creativity and imagination are important.

AIASA ACTIVITIES
FOR
NATIONAL INDUSTRIAL ARTS EDUCATION WEEK

ORGANIZE INDUSTRIAL ARTS OPEN HOUSE

Step 1	Discuss and vote on open house ideas and date at AIASA Chapter meeting.
Step 2	Appoint a committee to plan details with AIASA officers.
Step 3	Assign each member and each industrial arts class a duty as part of getting ready for open house.
Step 4	Promote open house as good way for public to learn about Industrial Arts.
Step 5	Set up exhibits for each class, demonstrate technical aspects of industrial arts, display AIASA logo and materials. Wear AIASA dress to act as tour guides.
Step 6	Pass out information sheet about IA/AIASA or AIASA brochure obtained from national office.
Step 7	Sign in people who come and thank them for interest in IA/AIASA.
Step 8	Take photos and send with article to school newspaper, local paper, School Scene, Update, and M/S/T.

IDENTIFYING AND USING GUEST SPEAKERS

An easy way to spread the word of the activities of your industrial arts program and provide up to date instruction is to utilize guest speakers. The local expert from your community can present topics which are relevant to your program and provide insights into the industry and technology of your surrounding area.

Sources for obtaining guest speakers can include the following: student's parents, advisory counsel members, community leaders from business or industry, workers from state employment agencies, and industrial workers, technicians, designers, and engineers. To make these contacts, it is often helpful to work through the public relations officers in local business, industrial, and governmental agencies. Another approach is to talk to friends, advisory council members, or students to identify potential speakers.

After potential sources have been identified, communicate to them through a planned telephone conversation. Plan what you want to ask the potential speaker to do, what they would talk about, and

potential dates and times. After a commitment has been made, follow this up with a written correspondence. Send a copy of this letter to your principal to keep him/her aware of the coming visitation.

Prior to the visit, alert your students of the presentor's topic and have them generate potential questions to address to the speaker. After the visit thank the speaker through a letter with a copy going to his/her supervisor. This will further spread the word about your program and possibly provide for re-visits or other contacts.

ORGANIZING AN ANNUAL RECOGNITION PROGRAM

THE ANNUAL BANQUET

1. Involve students in all aspects of the planning and handling of the Banquet.

2. Work out a long range plan for financing the annual banquet.

3. Keep the superintendent, principal, and other school authorities informed as to all plans for the banquet.

4. Have attractive and appropriate invitations. Send them well in advance of the date of the banquet.

5. Plan decorations which students can make.

6. Have students design and mass produce a "favor" to give all guests of the banquet. Design special ones for the major guests.

7. Arrange for a welcome committee.

8. Plan entertainment or a tour of the facility for early arrivals.

9. Use name tags to help guests get acquainted.

10. Have the department open before and after the banquet, if it is held at school.

11. Plan a varied program that moves fast. Set a time limit.

12. Plan for a "stretcher" or "relaxer" during the program.

13. Keep a file of banquet programs, menus, and decorations used. Keep a file of banquet ideas for future use.

14. Publicize the banquet before and after. Take pictures during the banquet, or have students take pictures for this part of the effort.

15. Prepare certificates of recognition for students who assist in the banquet, speakers, special guests and others who help in some way. If possible, have them printed in the graphics department or commercially.

As with all public relations activities, your creativity and imagination are important.

THE AIASA EMBLEM

EMBLEM DESCRIPTION

The emblem is a shield with a gear blank (located in the center of the lower 4/5ths of the shield), with a lightning bolt, framing square, triangle, and mallet located in the center of the gear blank. In the immediate outer circumference of the gear blank located in the upper half is AIASA, with INDUSTRIAL ARTS reading from left to right in the lower half of the gear. The shield bears an Uncle Sam design with blue horizontally across the top 1/5th. Alternating red and white stripes, placed vertically but not through the gear blank, cover the bottom 4/5ths of the shield. A white border is around the entire outer edge. The gear blank, AIASA, INDUSTRIAL ARTS, and mallet are in blue. A blue border outlines the framing square and triangle, with the lightning bolt and mallet head in red.

EMBLEM SYMBOLISM

The Gear Blank surrounding the emblem represents all facets of American industry and its contribution to making America the great nation it is today.

The Lightning Bolt represents the rapid development of today's automated world and the space-age changes needed to meet the challenge of tomorrow.

The Framing Square represents the degree of accuracy necessary to measure up to the demanding industrial society.

The Triangle points the way to the stars and a rapidly developing technological age. It is a symbol of strength in structure and represents the cooperative efforts necessary in achieving our goals.

The Mallet represents the dignity of work and its necessity in achieving success in an industrial society.

USE OF THE AIASA EMBLEM

The American Industrial Arts Student Association, Inc., has made trademark applications for the registration and official use of the AIASA emblem, and the wording AIASA INDUSTRIAL ARTS. Seven AIASA trademark registration applications have been filed in the United States Patent and Trademark Office. It is hopeful that all members and Advisors will aid in its proper use and display of the AIASA Emblem.

Policies covering the use of the Emblem and acronym AIASA are established exclusively by your Board of Directors and protected by legal counsel. The manufacturing of the Emblem or acronym AIASA, in any form, without written permission by national AIASA (that acts on behalf of your Board of Directors) will be in violation of the protection granted AIASA, Incorporated by Federal laws.

Exclusive rights for manufacture and/or resale of the Emblem and for use on all goods and with all services bearing any of the marks, is retained and protected to promote uniform identification of all AIASA members and to avoid any and all possible misuse of our identity.

No Chapter or State Association may use or give permission to use these marks unless the users are within your Board of Director's guidelines. If reproduction or use of the emblem or the acronym AIASA is desired by any Chapter or State Association, which does not fall within permission already granted, the proper procedure is to seek written permission of your Board of Directors through the AIASA National Office.

AIASA COLORS

Scarlet (Red): Represents the strength and determination of the industrial arts students and teachers to obtain their goals.

White: Represents the high standards, morale, and religious beliefs we hold.

Navy Blue: Represents the sincerity of industrial arts students and teachers in obtaining a greater knowledge of our technical world.

AIASA OFFICIAL DRESS

The AIASA Official Dress is:

Blazer - Navy Blue with AIASA Patch
Tie or Equivalent - Scarlet Red
Shirt or Blouse - White with Collar
Pants or Skirt - Light Grey
Shoes - Black
Socks - Black or Nylon Hose

The Official Dress for casual occasions may be the AIASA windbreaker, sweater and/or blue vest.

Official Dress Code is:

Only one year officer's pin and guard should be worn on the left lapel - symbol on the inside guard and year pin on the outside.

Name tag on the right lapel.

No other buttons, badges, or pins hsould be worn on the blazer.

Other pins, buttons, and badges can be worn on the casual dress (windbreakers, sweaters, or vests).

American Industrial Arts Student Association

Certificate of Affiliation

This is to Certify that

HAS SATISFIED THE REQUIREMENTS FOR AFFILIATION WITH THE AMERICAN INDUSTRIAL ARTS STUDENT ASSOCIATION AND IS HEREBY AUTHORIZED TO OPERATE AS AN AIASA CHAPTER IN THE STATE OF WITH ALL THE RIGHTS, PRIVILEGES, HONORS, AND RESPONSIBILITIES APPERTAINING THERETO.

PRESENTED THIS_____ DAY OF _____ 19____.

Ronald W. Applegate

AIASA EXECUTIVE DIRECTOR

AIASA STATE ADVISOR

American Industrial Arts Student Association

AIASA Chapter Affiliation Form

Please TYPE or PRINT CLEARLY all information requested.

Chapter Adviser retains the 3rd (bottom) copy and mails all other copies with dues and memberships to the AIASA State Advisor. (Make check payable to your AIASA State Association.)

State Advisor retains the 2nd (middle) copy and mails the original (top) copy to the National AIASA along with a check for national dues and memberships only. (Make check payable to AIASA.)

NOTICE: If a State Advisor has not been designated for your state, retain the 3rd (bottom) copy and forward all other copies to National AIASA, 1201 16th Street, N.W., Washington, D.C. 20036, along with the correct dues and memberships.

Name of School: _____

School Address: _____

_____

City State Zip

School Phone: _____

Name of Advisor: _____

Number of Chapter Advisors: _____

Number of Chapter Members: _____

Males_____ Females_____ Total _____

New Chapter?	☐ Yes	☐ No
First Dues Payment?	☐ Yes	☐ No
Additional Member Dues?	☐ Yes	☐ No

Check Appropriate Box
Type of Chapter

☐ Senior High ☐ Middle School

☐ Junior High ☐ Elementary

MEMBERSHIP ROSTER (Please list names in alphabetical order *except* Chapter Officers)

1.	-President	21.	
2.	-Vice-President	22.	
3.	-Secretary	23.	
4.	-Treasurer	24.	
5.	-Reporter	25.	
6.	-Sergeant-at-Arms	26.	
7.		27.	
8.		28.	
9.		29.	
10.		30.	
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Special Memberships: Please attach a complete address for each Professional (P), Alumni (A), and/or Associate (AS) member as designated below.

Circle One

1. _____ P A AS
2. _____ P A AS
3. _____ P A AS
4. _____ P A AS
5. _____ P A AS

If additional space is needed, please list on a separate sheet and attach to *each* form.

STATE and NATIONAL DUES

CHAPTER CHARTER FEE (if applicable for your State) $ _____

STATE DUES: _____ Per Member x _____ Student Members $ _____

NATIONAL DUES: $4.00 Per Member x _____ Student Members $ _____

SPECIAL MEMBERSHIPS: $5.00 Per Member x _____ Members $ _____

Signed _____
AIASA Chapter Advisor Date

Received by _____
AIASA State Advisor 70 Date

STUDENT APPLICATION BLANK
1982 - 1983
(School Year)

Name _____

Address _____

Telephone Number _____

Homeroom & Teacher's Name _____

School Schedule

Questionnaire

1. Why do you want to join this chapter of AIASA?

2. Do you want to run as a Chapter officer? For which office?

3. Can you volunteer time to help your chapter? (Before school, after or during school)
   from to
   from to
   from to

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

APPLICATION BLANK

APPLICATION FOR MEMBERSHIP IN _____ CHAPTER
(SCHOOL)
OF THE CONNECTICUT INDUSTRIAL ARTS STUDENT ASSOCIATION. - AIASA

Name _____ Grade _____

Address _____ Phone No. _____

List the Industrial Arts Subjects you are taking

1. _____

2. _____

List the Industrial Arts subjects you have taken prior to this year

1. _____

2. _____

3. _____

4. _____

List, in order of preference, the areas of work in which you are interested

1. _____

2. _____

3. _____

4. _____

I have read and will, to the best of my abilities, support the Constitution and By-Laws of this Association. I will practice the motto and creed in my daily life. I will abide by the rules of parliamentary law.

Signed _____

(Please do not write below this line)

Membership Committee

Membership Chair .....
President .....
Sponsor .....
Remarks:

CONFERENCE CODE OF ETHICS

Delegate (Student & Adult) Conduct Practices and Procedures

Each delegate attending the National Conference should read and complete this form and return it to the Chapter Advisor as partial completion of attendance requirements. (Chapter Advisors should forward all completed forms to the State Advisor in your state, where State Advisors are designated - otherwise Chapter Advisors should keep the completed forms on file)

1. The term "delegate" shall mean any AIASA member, including advisors attending the National Conference.

2. There shall be no defacing of public property. Any damages to any property or furnishing in the hotel rooms or building must be paid by the individual or chapter responsible.

3. Delegates shall keep their Adult Advisors informed of their activities and whereabouts at all times.

4. Delegates should be prompt and prepared for all activities.

5. Delegates should be financially prepared for all possibilities.

6. Conference area delegates not staying at the hotel shall be off grounds of the hotel by curfew or immediately following the last scheduled event.

7. Dates shall be permitted to authorized activities only, and between delegates only.

8. No alcoholic beverages or narcotics in any form shall be possessed by delegates at any time, under any circumstances.

9. Out of common courtesy to the general public, smoking in public will not be permitted while a delegate in an AIASA blazer is officially representing their State Association and AIASA.

10. No delegates shall leave the hotel (except for authorized events) unless permission has been received from Chapter or State Advisors.

11. Delegates are required to attend all general sessions and activities assigned, including workshops, competitive events, committee meetings, etc., for which they are registered unless engaged in some specific assignment taking place at the same time.

12. Identification badges will be worn at all times.

CHAPTER MEETINGS AND ACTIVITIES

CHAPTER OPENING AND CLOSING CEREMONIES

OPENING CEREMONY

(At the prescribed time for meetings, the President assumes his/her position behind the rostrum in front center of room. Other officers are seated to the left and right of the President in a slightly arched line. They are seated in this order from left to right: Vice President, Treasurer, Secretary, President, Advisor, Reporter, and Sergeant-at-Arms.)

President: (raps galvel twice) Will the meeting please come to order. Mr./Ms. Sergeant-at-Arms, are all the officers in their places?

Sergeant-at-Arms: They are, Mr./Ms. President.

President: (raps three times for assembly to rise) Mr./Ms. Sergeant-at-Arms, please lead the assembly in the Pledge to the Flag of the United States of America.

Sergeant-at-Arms: (leads Pledge to the Flag)

President: (raps once and assembly is seated) Mr./Ms. Secretary, will you please call the roll.

Secretary: Mr./Ms. Sergeant-at-Arms.

Sergeant-at-Arms: Present. The symbol of my office is the "hearty hand shake" (officer points to symbol) and it is my responsibility to see that the assembly is comfortable and properly welcomed. It is also my duty to serve as doorkeeper for this organization.

Secretary: Mr./Ms. Reporter.

Reporter: Present. The symbol of my office is the beacon tower (officer points to symbol) and it is my duty to see that our school, community, and national association have a complete report of our organization's activities.

Secretary: Mr./Ms. Advisor.

Advisor: Present. The duty of my office is to advise and counsel members and officers of this organization in such a way as to bring out the leadership abilities of each. (In attendance, but not necessarily seated at the head table.)

Secretary: Mr./Ms. President.

President: Present. The symbol of my office is the gavel (officer points to symbol). The duties vested in me by my office are to preside at all regular and special meetings of this organization and to promote cooperation in carrying out the activities and work of our organization. Mr./Ms. Secretary.

Secretary: Present. The symbol of my office is the pen (officer points to symbol) and it is my responsibility to see that accurate and proper records are kept of all business and correspondence of this association. Mr./Ms. Treasurer.

Treasurer: Present. The symbol of my office is a balanced budget (officer points to symbol) and it is the duty of my office to keep accurate records of all funds and see that our financial obligations are met promptly.

Secretary: Mr./Ms. Vice President.

Vice President: Present. The symbol of my office is a star (officer points to symbol) and it is the duty of my office to see that we always have a strong membership, a good work program, and are alert to the welfare of our chapter.

Secretary: Mr./Ms. President, all officers are present and in their place.

President: Mr./Ms. Sergeant-at-Arms, do we have guests present?

Sergeant-at-Arms: (if so, introduce guest(s), if not) -- No, Mr./Ms. President.

President: Mr./Ms. Secretary, we are ready to transact our business.

CLOSING CEREMONY

President: (raps three times; assembly rises) Mr./Ms. Secretary, will you read the AIASA creed.

Secretary: (reads the AIASA Creed).

President: Will the assembly repeat the AIASA Motto after me. (Motto is spoken) Does anyone know of any reason why this assembly should not adjourn; if not, I will entertain a motion to adjourn. (following motion to adjourn) I now declare this meeting adjourned until a special meeting is called or until our next regular meeting. (raps once with gavel)

SUGGESTED ORDER OF BUSINESS FOR CHAPTER MEETINGS

1. The President calls the meeting to order with opening ceremonies.
2. Roll Call is taken and a quorum is established.
3. The minutes of the preceding meeting are read by the Secretary. Any necessary corrections and/or additons are made, and the minutes are approved as read or corrected.
4. The Treasurer's Report is read and "received" as read and filed for audit. The chair so states.
5. Committee and officer reports are called for by the Chairperson, as is necessary. If a committee has no report, let them so state.
6. Unfinished business is addressed.
7. New business is addressed.
8. The Program, if any, is held at this time. The Chairperson presides with the assistance of the program chairperson or committee chairperson.
9. Announcements.
10. Adjournment with closing ceremonies.

If guests and speakers are scheduled, you may have to move the program up in the order of business to accommodate them. Their time may be limited or they may have another engagement to attend. Areas such as this should be found out in advance.

INSTALLATION OF OFFICERS

An installation team from another chapter, an advisor, or past president may install officers. The newly elected officers are placed in front of their stations. The installation officer stands behind the rostrum. The invocation is presented by one of the members.

Installation Officer: I consider it an honor to meet with this assembly and officially install the officers you have chosen to serve you this coming year. I know you have faith in each of them or they would not have been selected. In order for these officers to help this chapter progress, there must be enthusiasm and cooperation exercised by every member present. Will the assembly please rise and repeat the pledge to the flag.

(Pledge is said and the assembly is seated. New officers remain standing)

Will the newly elected officers repeat the symbols and duties of their offices, beginning with the president?

(Proceeding in order from president to sergeant-at-arms, the new officers state their office symbols and duties)

Does each officer pledge to lead this organization forward to the best of his ability?

Officers in unison: We do.

Installation Officer: Will the assembly please rise. The newly installed officers will lead us as we repeat the creed.

(Creed is spoken)

Installation Officer: I now declare these officers officially installed and responsible for performing the duties of their offices. This meeting is adjourned.

PARLIAMENTARY PROCEDURE HELPS

The Way and Purpose of Parliamentary Law - Parliamentary procedure is simple in principle. It is based largely on common sense and courtesy. It seems technical because it has been necessary to develop a special vocabulary for discussing it. If one knows the vocabulary, the rules come easily. For this reason, a glossary of common terms has been included in this section and can be referred to as often as necessary in considering the fundamental rules. The purpose of parliamentary law is to enable an assembly to transact business with speed and efficiency, to protect the rights of each individual, and to preserve a spirit of harmony within the group. If one is to achieve these purposes, they must consider five basic principles:

1. Only one subject may claim the attention of the group at one time.

2. Each proposition presented for consideration is entitled to full and free debate.

3. Every member has rights equal to every other member.

4. The will of the majority must be carried out, and the rights of the minority must be preserved.

5. The personality and desires of each member should be merged into the total group.

Terms and Procedure - The Motion - One of the main functions of a meeting is to take certain actions. To do this, a motion must be made. The reason for a motion is to bring before the assembly for consideration, any question or proposition. To make a motion, a member will address the "Chair" and state "Mr. or Madame President, I move that..." This may be followed by a very brief explanation, however, the motion should have been stated in the exact phraseology intended. At this time another member must "second" the motion. If no second is made, the motion will "die".

If seconded, the Chairman will then repeat the motion and "call for discussion." If a member feels that enough time has been spent on discussion, he may state "Question!" meaning he is ready for the subject to be voted upon. The President (Chairman) may then "Call for the question," thus indicating that there has been enough discussion and a vote should be taken. The Chairman (President) will then state, "those in favor of the motion say "aye," those opposed "no." He will then announce the results of the vote. If a member feels that a mistake has been made in the vote, he may call for a "division" and another vote must be taken. This vote must be counted by hands, ballots, or standing.

The Amendments - If a member feels a motion is worthy, but he would like it better if a few words were changed or added, he may address the Chair before the motion is voted upon, and ask to amend the motion: "I move to amend the motion to read..." At this point, the same procedure must be followed as in the motion including a vote on the amendment. Again, the same procedure is used and it must be voted upon. In any amendment, the changes cannot change the meaning of the original motion.

USE OF GAVEL - CONTROL OF MEETING

The president has control of the gavel. It is not used by anyone unless he turns the gavel over to another person to control the meeting.

The gavel is used to call the meeting to order.

The gavel is used when a motion is passed.

The gavel is used to have the officers stand or be seated.

The gavel is used to have the assembly stand or be seated.

AIASA CREED

(as revised by National Officers, March, 1981)

"I BELIEVE THAT INDUSTRIAL ARTS HOLDS AN IMPORTANT PLACE IN MY LIFE IN THE TECHNICAL WORLD. I BELIEVE THERE IS A NEED FOR THE DEVELOPMENT OF GOOD ATTITUDES CONCERNING WORK, TOOLS, MATERIALS, EXPERIMENTATION, AND PROCESSES OF INDUSTRY."

"GUIDED BY MY TEACHERS, ARTISANS FROM INDUSTRY, AND MY OWN INITIATIVE, I WILL STRIVE TO DO MY BEST IN MAKING MY SCHOOL, COMMUNITY, STATE AND NATION BETTER PLACES IN WHICH TO LIVE."

"I WILL ACCEPT THE RESPONSIBILITIES THAT ARE MINE. I WILL ACKNOWLEDGE THE THEORIES THAT ARE SUPPORTED BY PROPER EVIDENCE. I WILL EXPLORE ON MY OWN FOR SAFER, MORE EFFECTIVE METHODS OF WORKING AND LIVING."

"I WILL STRIVE TO DEVELOP A COOPERATIVE ATTITUDE AND WILL EXERCISE TACT AND RESPECT FOR OTHER INDIVIDUALS."

"THROUGH THE WORK OF MY HANDS AND MY MIND, I WILL EXPRESS MY IDEAS TO THE BEST OF MY ABILITY."

"I WILL MAKE IT MY GOAL TO DO BETTER EACH DAY THE TASK BEFORE ME, AND TO BE STEADFAST IN MY BELIEF IN MY GOD AND MY FELLOW AMERICANS."

MOTTO

LEARNING TO LIVE IN A TECHNICAL WORLD.

PHYSICAL ARRANGEMENT FOR THE MEETINGS

When setting the meeting room up for a meeting, it is important that it appears correct. The chapter should have the following:

1	United States Flag
1	State Flag
1	AIASA Banner
6	Station Symbols - 1 for each officer
1	Long Table
6	Chairs
1	Podium
1	Roberts Rules of Order

When facing the table as a spectator, the U. S. Flag is to the left of the table, the State Flag is to the right. The AIASA Banner is hung behind the table, centered. The podium is in the center of the table. The six station symbols are on the table in the following order: (left to right) Sergeant-at-Arms, Reporter, President, Secretary, Treasurer, and Vice President.

In addition, chairs should be available for spectators.

Adjustments could be made to fit the physical set up of the room being used.

For informal meetings, the State Flag can be omitted. You will need the U. S. Flag. The station symbols can be omitted and use I.D. Cards if available.

The Sergeant-at-Arms has charge of setting up the meeting room.

WORK PROGRAM

INTRODUCTION

When planning activities, the advisor, should plan activities with chapter members. These activities should be for the good of the chapter. They can include a few members or the whole chapter. The guidelines for these may be available or they may have to be made up as you go along. Planning is, of course, important for success. The planned year can be changed as you go along if needed.

PLANNING A PROGRAM OF WORK

Every chapter needs to have a program of work to guide them in their actions and work. The program of work should be set up annually, stating the proposed chapter activities for the upcoming year. Included in the program of work should be specific goals and the means decided upon to help achieve these goals, based on the needs of the members and the organization. You must look at what you want to accomplish while at the same time giving consideration to the school and community.

The program of work should reflect the input of a majority of members. One good way to develop a program of work is to have the committee chairs discuss with their respective members what they would like to do for the year. Then, in Executive Council meetings, bring up all of the areas of concern and incorporate the ones that can be accomplished and are beneficial to the chapter and the community. You may want to review some old programs of work or ones from other chapters to give you some ideas on what can be done.

Once a program of work has been decided upon, put the total program of work in writing. Review it so that each committee and member can understand the goals for the program of work. Check your program of work with school authorities and other concerned parties. When satisfactory with all concerned, make sure the committees know what roles they are playing in the carrying-out of the program of work.

It is the responsibility of the Vice President to assure that chapter activities are being conducted in accordance with the program of work. He/she oversees that assigned program tasks are completed on time, and it is his/her responsibility to work with all involved committees in coordinating the program of work.

Chapters should always have a program of work. There should always be a goal for your chapter to strive for.

A PROGRAM OF WORK SHOULD BE SET UP ANNUALLY BY EACH LOCAL CHAPTER.

1. It is an outline of activities covering a definite period.
2. It includes specific goals, ways and means of reaching them, and adequate provision for checking on accomplishments.
3. It should be well-planned and carefully worded.
4. It should be based primarily on the needs of the members and the organization, with consideration given to the needs of the school and community.
5. It should represent the combined thinking of a majority of the members.
6. New Chapters should not undertake too elaborate a program the first year, however, it must present a challenge to the members.

STEPS FOR BUILDING A PROGRAM OF WORK FOR A NEW CHAPTER (OR CHAPTER THAT HAS NOT PREVIOUSLY SET FORTH A PROGRAM OF WORK)

1. Review as a total Chapter the possible activities in which the chapter might participate.
2. Secure copies of programs of work of other Chapters and review for ideas.
3. Decide on two or three activities that will definitely be included.
4. Develop a "laundry list" of possible activites.
5. Appoint a program of work committee, if one is not already designed, with subcommittees for each section of the program, and turn over the preliminary materials as listed to this group. It should be the duty of this committee to further survey and check needs, study suggestions already offered, and to set up a tentative program of work including goals and ways and means.
6. Have the committees on program of work report back to the chapter.
7. Put the total program of work in writing.
8. Check the program of work with school authorities and others concerned.
9. Adopt the program when satisfactory, appoint permanent committees to be responsible for each major division, assign duties to them and set to work on it.

STEPS FOR BUILDING A PROGRAM OF WORK FOR AN ESTABLISHED CHAPTER

1. Review last year's program of work at Chapter meetings. Try to find out why certain items were successful and others were not successful. Discuss also, the present needs of the Chapter, its membership, and the needs of the community.
2. Select from last year's program and list the items which should be continued for the present year. Add suggestions of new items offered by members.
3. Secure copies of other Chapter programs and get ideas on other suitable items.
4. Steps 5 through 9, same as for new Chapter.

PLANNING CHAPTER ACTIVITIES

One of the keys to any successful AIASA Chapter is a well-developed program of activities. Every AIASA activity that is planned for a Chapter should contribute in some way to the personal development of the students. This is done quite easily when the chapter advisor insures that local activities relate to the state and national programs and the purposes of AIASA.

Each AIASA Chapter has unique situations, problems, and experiences in each different school and community that will determine the kinds of activities a particulr AIASA program will be able to carry out. Therefore, there is no one "ideal" or "master" list of activities to fill all AIASA programs. This is the way it should be. An AIASA Chapter, however, can take ideas and suggestions from other sources such as other Chapters and the state of activities. Some of the activities suggested below may help an AIASA Chapter plan its program and calendar of activites:

SCHOLASTIC or EDUCATIONAL

Visits to industrial firms—field trips
Guest speakers
Faculty recognition
Films
Educational exhibits
Visits to other Chapters
Attendance at the State Conference
Attendance at the National Conference
Parliamentary procedure activity

CIVIC and COMMUNITY

Visits to state government
Guest speakers
Community fund drives
Safety campaigns
Cleanup campaigns
Needy family projects
"Good Citizenship" project
"Get-out-to-Vote" project
Assisting other school groups
School improvement projects

PROFESSIONAL LEADERSHIP

Regular Chapter meetings
Election of Chapter officers
Active member participation
Chapter newsletter
Properly equipped meeting site
Workshops and seminars
Use of official ceremonies
Membership drive
Assembly program
Guest speakers

SOCIAL

Orientation of new members
Cookout
Dance
Hayride
Athletic activities
Talent night
Picnic
Skating party
Scavenger hunt

SUGGESTED CALENDAR OF EVENTS

Each AIASA Chapter and State Association should develop its own program of work and activities with a suitable timetable for implementation. A resulting Calendar of Events, like the one that follows, should be posted to keep the membership informed of planned activities. Regular meeting dates should also be included on the Calendar.

Remember, these are just suggestions. You may be the member of a very large Chapter, or a small one. Your Chapter may be well-established or it may be new and unsure of what to do next. You and your other Chapter members must adapt these following suggestions to your own special Chapter needs and interest.

September

* AIASA orientation meeting.
* Elect Officers and appoint Committees.
* Conduct workshops for Officers and Committees.
* Membership Drive—Recruit new members.
* Conduct workshops to plan this year's activities (include social, service, educational, fund raising, and promotional projects).
* Collect local, state, and national dues.
* Order needed supplies and publications from the Balfour Supply Service and National AIASA Office.
* Send Chapter activities report, news articles, and photos to state and national offices for publication.

October

* Send membership roster along with state and national dues to the State AIASA Advisor.
* Hold official installations ceremony for new officers and members.
* Formulate and meet with an AIASA Chapter Advisory Committee.
* Order fund-raising materials from an officially approved company.
* Hold an AIASA Open House—initiate an AIASA Boosters organization.
* Send Chapter news items and photos to state and national offices for publication.

November

* Conduct a fund-raising campaign.
* Plan Thanksgiving activities.
* Speak before a civic or trade association—publicize achievements.
* Go on a field trip.
* Get a safety campaign underway—some aspect of school or community.
* Send Chapter news items and photos to state and national offices for publication.

December

* Sponsor a needy family for Christmas.
* Have fun with a holiday social event.
* Decorate the school with seasonal adornment.
* Send Chapter news items and photos to state and national offices for publication.

January

* Appear on a local radio or television station promoting industrial arts and AIASA.
* Plan your Chapter's participation in the State AIASA Conference.
* Review your financial needs. Is additional fund raising called for?
* Evaluate your progress to date in terms of meeting your established program of work.
* Send Chapter news items and photos to state and national offices for publication.

February

* Sponsor a Valentine fund-raising dance.
* Schedule a field trip.
* Begin planning for Chapter participation at the AIASA National Conference.
* Bring in a guest speaker.
* Send Chapter news items and photos to state and national offices for publication.

March

* Plan Easter or Passover activities.
* Plan activities for a Teacher Appreciation Week.
* Attend State Conference.
* Send Chapter news items and photos to state and national offices for publication.

April

* Plan a local recognition banquet.
* Assist Chapter Advisor with recruiting future Industrial Arts Students and AIASA members.
* Continue planning your Chapter's participation at the AIASA National Conference.
* Hold a reception for alumni members.
* Carry out a community service project.

May

* Hold a local recognition banquet.
* Plan a summer workshop program.
* Hold a party for graduating members.
* Evaluate your year's accomplishments and draw up some suggestions for next year's officers.

June

* Participate in the National AIASA Conference.

CHAPTER FUND-RAISING PROJECTS

Advance planning is the secret to the success of an active and complete program of activity for the local AIASA Chapter. In planning for this success, an AIASA Chapter must generally find some means of raising the necessary funds to carry out its program of activity. Fund-raising projects conducted in the proper manner not only will provide the necessary funds, but also will provide most rewarding learning experiences as well.

As a learning experience, every AIASA Chapter can benefit from fund-raising projects by providing all Chapter members the opportunity to plan, organize and conduct the entire project. Also, in addition to providing the necessary Chapter funds, fund-raising projects provide an avenue to publicize the school's industrial arts program.

At the national level, AIASA has attempted to identify some National Fund Raising Companies, who not only offer an acceptable margin of profit on their fund-raising items, but also promote items that will have maximum acceptance by the buying public. Each of the Nationally Approved AIASA Fund Raising Companies meets this criteria, as well as certain guidelines approved by the AIASA Board of Directors.

Nationally Approved Fund Raising Companies must meet rigid guidelines to insure that each AIASA Chapter is guaranteed a maximum profit. Each company agrees to pay a six percent (6%) royalty to National AIASA, one-half (3%) of which is returned to the State Association in which the sales were made. In addition, each company has the opportunity to sponsor specific AIASA activities or events at the National Conference. Approved companies also agree to provide advertising income to support the publication costs of the SCHOOL SCENE.

By using approved Fund Raising Companies, the local Chapter helps itself, its State Association, and its National AIASA Program.

PLANNING A SPECIAL RECOGNITION BANQUET

To climax the school year, a special recognition banquet to honor advisors, outstanding members, honorary members, the chapter advisory committee, business and community supporters, and the school administration can be an exciting and memorable occasion for honorees and members alike.

At any event of this kind, not only are honored guests in the spotlight, but the whole AIASA and industrial arts program . . . as evidenced by your chapter. The key to the success of a special recognition banquet, like any other activity, is preplanning. Appointing a committee to begin work on the banquet at the very start of the school year should be an early priority on your chapter's agenda.

If your chapter has traditionally had a banquet of this kind, the day after the previous year's event is a good time to start planning the next one. A complete written report indicating items needing improvement should be made to assist in planning for the next year's banquet. All necessary committees should be appointed early, and there must be close coordination between them and the chapter advisor.

CHAIRPERSON

A qualified, well-organized person should be appointed general chairperson for the banquet. A timetable and lists of EVERYTHING to be done are MUSTS and should be closely followed throughout the year. There should be a general committee meeting early in the year and at that time all aspects of the banquet should be discussed and decided upon. Subcommittees on speakers, awards of special recognition, the menu, entertainment, seating arrangements, invitations, the printed program, etc., should be well aware of their specific responsibilities and how they fit into the total banquet picture.

GUEST SPEAKER

At the first committee meeting of the year, whether or not your chapter wants to have a special guest speaker should be decided. If your group wishes to have an outside speaker, your chapter advisory committee can often help in obtaining one. Other sources could be local civic clubs--Lions, Optimists, Rotary, etc. The entertainment or program chairperson of these organizations and state representatives and state senators should also be considered as possible banquet speakers.

As a rule of thumb, you might remember that no one every heard a bad short speech. Thirty minutes of speaking time should be the absolute maximum. When acquiring the services of a speaker, be sure to tell him/her the approximate size of the audience, the speaking time being allowed, and something about AIASA in case the speaker is not familiar with the organization.

Since you are not going to pay the speaker, there are other ways to say thank you. Meet his/her train, plane, or bus. Take care of hotel reservations, if necessary, and arrange transportation to the banquet. In other words, common courtesy is always in order and everything you can do to make your speaker feel special and especially welcome should be done.

The President or master of ceremonies for the banquet should introduce the speaker. Well in advance of the banquet, you should ask the speaker for a biographical sketch and perhaps a photograph (for publicity purposes). The person introducing the speaker should choose those things from the biographical sketch which are of most importance, such as present position, and past accomplishments that would be of particular interest to your group, educational background, etc.

GUEST LIST

In lieu of a speaker, many chapters choose other alternatives such as skits, plays, talent shows, etc. Sometimes chapters have two or three successful former members speak about what AIASA has meant to them. Or employers who have hired AIASA graduates could speak on the attributes of AIASA employees. The kind of program your chapter wishes to have should be a chapter decision. One of the most important things to remember, however, is the length of the program. No one enjoys a program that is too long.

The guest list for the banquet should include as many people who have been of service to your chapter as space will allow. The school administration, faculty members, alumni members, the chapter advisory committee, state representatives, senators, local elected officials, and other businesspersons interested in the AIASA program should be included. An invitation committee should work closely with the banquet chairperson and chapter advisor to determine the guest list. The invitations should be mailed at least two or three weeks in advance, and in order to accurately determine food and seating arrangements, an RSVP should be requested. Listing several telephone numbers or a central mailing address for RSVP's will facilitate planning.

If AIASA Appreciation Certificates or other awards of recognition are to be presented at the banquet, these should be ordered well in advance; and plenty of time for their presentation, usually at the end of the program, should be allowed.

PROGRAM

The banquet menu, the speaker's topic or special entertainment, and a list of those being honored can be listed on the banquet printed program. The program can be as simple or as elaborate as your chapter desires. Again, this should be a chapter decision and an especially appointed committee should take care of this aspect of the evening's activities.

Your special recognition banquet is a good source of publicity for your chapter. Be sure that the banquet publicity chairperson or the chapter's publicity chairperson for the year informs the local media of your event.

Your chapter's special recognition banquet should be a fun and memorable occasion for all who attend. With careful, detailed planning—well in advance—it can be a fitting highlight to a successful chapter year.

CHAPTER ENTERPRISING PROJECTS

Advance planning is the secret to the success of an active and complete program of activity for a local AIASA chapter. In planning for this success, an AIASA chapter must generally find some means of raising the necessary funds to carry out its program of activity. Fund raising projects conducted in the proper manner not only will provide the necessary funds, but also will provide most rewarding learning experiences as well.

As a learning experience, every AIASA chapter can benefit from fund raising projects by providing all chapter members the opportunity to plan, organize and conduct the entire project. Also, in addition to providing the necessary chapter funds, fund raising projects provide an avenue to publicize the school's industrial arts program.

At the national level, AIASA has attempted to identify some National Fund Raising Companies, who not only offer an acceptable margin of profit on their fund raising items, but who also promote items that will have maximum acceptance by the buying public.

Each of the Nationally Approved AIASA Fund Raising Companies meets this criteria as well as certain guidelines approved by the AIASA Board of Directors.

Nationally Approved Fund Raising Companies must meet rigid guidelines to ensure that each AIASA chapter is guaranteed a maximum profit. Each company agrees to pay a 6% royalty to National AIASA, one-half (3%) of which is returned to the State Association in which the sales were made. In addition, each company has the opportunity to sponsor specific AIASA activities or events at the National Conference. Approved companies also agree to provide advertising income to support the publications costs of the SCHOOL SCENE.

By using only approved Fund Raising Companies, the local chapter helps itself, its State Association and its National AIASA program.

SUPPORTING YOUR CHAPTER FINANCIALLY

As a learning experience, every AIASA chapter can benefit from fund raising projects by providing all chapter members the opportunity to plan, organize and conduct the entire project. In addition to providing the necessary chapter funds, fund raising projects provide an avenue to publicize the school's industrial arts program.

Examples:

1. Make and sell products in the school store
2. Rent-a-kid
3. Sell donuts, pizza, etc. during lunch periods (half days not to interfere with school lunch program)
4. Car wash - (after school, weekends) - sell tickets
5. Town Fairs - demo and sales
6. Craft/Christmas Bazaars
7. Dance
8. Make name or business signs
9. Oil and grease cars
10. Inspection on cars

11. Silk screen T-Shirts

12. Clean up projects - rake leaves, shovel snow, etc.

13. Bake sales

14. Sell Christmas trees

15. Sell McDonald's tickets

16. Print tickets, business cards, posters, decals, etc.

17. Mass production projects

18. Use nationally approved fund raising companies

19. "Conduct an auction"

20. Mile of Pennies

21. Wreck-a-car

22. Movie night

23. Spaghetti dinners

24. Valentine's Day - sell flowers and/or candy

25. Make and sell buttons

26. Pound-a-nail

27. Recycle newspaper, cans, bottles

28. Magazine sale

29. Calendar sale - Graphic Arts could print

30. Host sporting events - wrestling, donkey basketball, sell tickets, popcorn, soda

31. Sell raffle tickets

32. Take and sell pictures at Valentine's Day, etc.

33. Sponsor a carnival

34. Sponsor a talent show

35. Raise plants from seeds and sell in spring time

36. Ding-a-ling show

37. Baby sitting

38. Birthday surprise

39. Make and sell candles

40. Work with other VSO's

Keep in mind:

Some communities have more opportunities for fund raising projects than others. What works well for one chapter, may be unsuccessful for another. Follow your individual school policies for fund raising.

SETTING UP A FUND RAISER
(Sample)

Pound-a-Nail

1. Write up rules (4 weeks) *Don't forget safety
2. Set up time and place (4 weeks)
3. Get approval by school administration (3 weeks before)
4. Go to local dealer for a donation (lumber (4) - 4" x 12" x 10' and nails) (3 weeks)
5. Advertise (2 weeks)
6. Buy prizes (2 weeks)
7. Sell tickets (to enter contest) (2 weeks)
8. Hold last meeting on individual committees for contest (1 week before)
9. Set up for contest (day of)

Bake Sale

1. Set up plans - committee (4 weeks before)
2. Get approval by school administration (3 weeks)
3. Get school list of students in Jr. High (3 weeks)
4. Ask for parent volunteers for a calling committee (3 weeks)
5. Divide list of students by parent volunteers (3 weeks)
6. Visit a local store and ask if you can hold the bake sale in their store (3 weeks before)

7. Each parent calls person(s) on their list for a bake goods donation or dollar donation (3 weeks)

8. Advertise (2 weeks)

9. Hold last meeting on individual committees (week before)

10. Set up pickup stations (day before and day of sale)

11. Set up bake table and decorate (day of sale)

APPENDICES

REVISED CONSTITUTION TO BE PRESENTED FOR ADOPTION AT THE ANNUAL BUSINESS MEETING ON 4/12/80
CONSTITUTIONAL CHANGE - ARTICLE I, SECTION I PASSED AT THE ANNUAL BUSINESS MEETING ON APRIL 4, 1981

CONNECTICUT ASSOCIATION OF THE AMERICAN INDUSTRIAL ARTS STUDENT ASSOCIATION
(CT AIASA)

CONSTITUTION

ARTICLE I - NAME

Section 1. The official name of this organization shall be the "Connecticut Association of the American Industrial Arts Student Association" and may be referred to as "CT AIASA".

ARTICLE II - PURPOSES

Section 1. The general purposes of this Association are:

(1) To assist local Chapters in the growth and development of AIASA/ CT AIASA;
(2) To assist local Chapters in the development of leadership and citizenship in social, economic, scholastic, and civic activities;
(3) To increase the knowledge and understanding of our industrial technological society;
(4) To assist industrial arts students in the making of informed and meaningful occupational choices.

Section 2. The specific purposes of this Association are:

(1) To develop through group action the ability of members to plan together, organize and carry out worthy activities and projects.
(2) To explore industry and the American industrial civilization.
(3) To promote high standards of craftsmanship, scholarship, and safety.
(4) To provide good leisure time and recreational activities and hobbies.
(5) To encourage students in creative expression.
(6) To develop consumer knowledge in students.
(7) To instill desirable habits and attitudes toward the American way of life in students and foster a deep respect for the dignity of work.
(8) To provide occupational information and instruction pertaining to a broad range of occupations, including training requisites, working conditions, salaries or wages, and other relevant information.
(9) To provide exploratory experiences in shops, laboratories, and observations in business or industry to acquaint students with jobs in the occupations.
(10) To assist in providing guidance and counseling for students enrolled in Industrial Arts programs in making informed and meaningful choices in selected occupational fields.
(11) To prepare individuals for enrollment in advanced or highly skilled vocational and technical education programs.

The State and Local Chapters shall not have any purpose nor engage in any activity inconsistent with the status of an educational and charitable organization as defined in Section 501 (c) (3) of the Internal Revenue Code of 1954 or any successor provision thereto, and none of these goals

shall at any time be deemed or construed to be other than the public benefit purposes and objectives consistent with such educational and charitable status, nor shall the State and Local Chapters adopt goals or engage in any activity inconsistent with the goals and policies of AIASA, Inc.

ARTICLE III - ORGANIZATION

Section 1. The Connecticut Association of American Industrial Arts Student Association is an organization of local chapters, each operating in accordance with a charter granted by CT AIASA, in affiliation with AIASA, Inc.

Section 2. Each local chapter of CT AIASA will be responsible for all operational activities within that chapter under the direction of the local chapter advisor(s), a certified Industrial Arts instructor.

Section 3. The administration of CT AIASA interests will be vested in the Board of Directors of CT AIASA/AIASA, Inc.

Section 4. The Executive Committee, which will consist of all present State Officers, past president (non-voting) and State Advisor will be responsible for the daily operation of CT AIASA.

Section 5. A local chapter may be chartered as a member of CT AIASA, upon approval of the Executive Committee and the Board of Directors.

Section 6. The chapters shall adopt a set of bylaws consistent with this Constitution, which shall include the powers and duties of chapter officers, elections procedures, meetings of the chapter and any other provisions necessary for the orderly administration of the chapter.

Section 7. In the event of dissolution, the net assests of CT AIASA, after payment of debts, will revert to the Connecticut Industrial Arts Association, a tax exempt organization operating in the State of Connecticut.

Section 8. The Board of Directors shall consist of interested school, community, business and industry leaders as appointed by the State Advisor and approved by the Executive Committee, as well as the CT AIASA President, immediate CT AIASA Past President, the State Advisor and 2 local Advisors. Each member of the Board of Directors will serve a 2 year term with the exception of the State Advisor and the CT AIASA President. All Board of Director members can be reappointed to consecutive terms.

ARTICLE IV - MEMBERSHIP

Section 1. Membership in CT AIASA shall be through chartered local chapters. A chapter will consist of CT AIASA members within a school district and/or regional school district.

Section 2. All members of the local chapter must be members of the State and National Organizations to qualify for a charter.

Section 3. Membership eligibility will be governed by AIASA and the state association. Members shall be recognized as active members, associate members, alumni members, professional members, or honorary/honorary life members.

Section 4. Active members shall be students who are presently enrolled in industrial arts programs. An active member shall pay dues and may be eligible to hold a state office, to participate in state competitive events or projects, to serve as a state voting delegate, or to otherwise represent their local chapters in state affairs as may be approved by their local chapters.

Section 5. Associate members shall be students who are enrolled in related fields of instruction with emphasis in industrial arts or who have been previously enrolled in industrial arts programs. An associate member shall pay dues. Associate members shall not have the right to vote or hold office.

Section 6. Alumni members shall consist of those individuals who have completed an industrial arts program. Alumni members shall have been a former active or associate CT AIASA member who has graduated from or left school. Alumni members shall not have the right to vote or hold office.

Section 7. Professional members are those persons engaged in education, business and industry who have an interest in CT AIASA and in the welfare of industrial arts education. Professional members shall not have the right to vote or hold office.

Section 8. Honorary/Honorary life members may be individuals who have made or are making contributions to the advancement of industrial arts, as may be approved by the CT AIASA Executive Committee and voted on at the annual CT AIASA business meeting. Honarary/Honorary life members shall be exempt from annual dues.

Section 9. Annual membership dues shall be as determined by the Executive Committee of CT AIASA. The membership year shall be from September 1 to August 31.

ARTICLE V - MEETINGS

Section 1. A state CT AIASA conference will be held each year in the spring with the time and place to be designated by the CT AIASA Executive Committee.

Section 2. Parliamentary procedure for all meetings of CT AIASA will be governed by Robert's Rules of Order, Newly Revised.

Section 3. In the interim between annual state conferences, the Executive Committee will conduct the daily operation of CT AIASA. The Board of Director shall serve as the administration element to approve any business transacted by state association.

ARTICLE VI - VOTING

Section 1. CT AIASA members shall exercise their franchise through voting delegates at the annual business meeting, which will take place at the State Conference.

Section 2. Each local chapter shall elect delegates who shall be considered voting delegates at the annual State Conference Business Meeting. The number of delegates shall be determined as provided in the Bylaws.

Section 3. The number of voting delegates to the national conference shall be variable with the directives of the National Constitutuon. The number of alternates shall be the same as the number of delegates. The President of the Connecticut Association (CT AIASA) is automatically a voting delegate.

ARTICLE VII - STATE OFFICERS

Section 1. Officers of CT AIASA shall be elected by a majority vote of the voting delegates at the annual Business Meeting at the State Conference and will consist of President, Vice President, Secretary, Sergeant-at-Arms, Treasurer and Reporter as described in the Bylaws.

Section 2. Individuals elected as state officers at the annual meeting will assume office on July 1st of the year in which elected. Term of office shall be July 1-June 30.

ARTICLE VIII - LOCAL CHAPTER ORGANIZATION

Section 1. The local chapters of CT AIASA shall institute the area concept of organization. The instructional area of Industrial Arts, shall include drafting, wood technology, metal technology, plastics technology, industrial ceramics, graphic arts, power technology, electricity electronics, general shop, and any other appropriate Industrial Arts area available in the local chapter's school. All areas will be part of one CT AIASA chapter per school.

Section 2. To be considered a local chapter, there must be at least ten (10) members participating, having paid state and national dues.

Section 3. Each chapter will have an executive committee comprised of the following: President, Vice-President, Treasurer, Secretary, Reporter, and Sergeant-at-Arms and any other office deemed necessary by the local chapter. In addition, every chapter will have a minimum of one representative from each instructional area. The voting power of these representatives shall be established on the basis of one vote per person in each instructional area.

ARTICLE IX - FINANCES

Section 1. Local chapters will be responsible for state and national dues as determined by the Executive Committee of CT AIASA/AIASA, Inc. All dues shall be payable to the AIASA State Fiscal Agent through the State Advisor. The State Advisor shall determine the dues deadline date annually.

Section 2. The CT AIASA Executive Committee will manage CT AIASA finances, with the Board of Directors approval, and will furnish an annual report to each chartered local and AIASA, Inc.

Section 3. No part of the net earnings of a chapter or the Association shall inure to the benefit of any member, sponsor, donor, creator, director, officer, employee, or any other private individual or to the benefit of any corporation or organization, any part of the net earnings of which inure to the benefit of any private individuals; providing, this shall not prevent payment of reasonable compensation for services actually rendered the Association effecting its goals.

The Chapter shall not divert any part of its income or corpus to any member, sponsor, donor, creator, director, officer or employee; by lending any part of its income or corpus with receipt of adequate security and a reasonable rate of interest; by paying any compensation in excess of any reasonable allowance salaries or other compensation for personal services actually rendered; by making any purchase of security or other property for more than adequate consideration for money or money's worth; by selling any substantial part of its securities or other property for less than adequate consideration for money or money's worth, or by engaging in any other transaction which may directly or indirectly, result in such diversion of its income or corpus.

Section 4. The state and local chapters shall not use any income for purposes other than the objects in this Constitution set forth or invest any income in any manner which might jeopardize the fulfillment or carrying out of its objects. The state and local chapters shall not devote a substantial portion of those activities in carrying out propagenda or otherwise attempting to influence legislation, and in no event shall the chapters engage in any legislative activities other than those in direct furtherance of the Chapters standard objectives.

ARTICLE X - EMBLEM AND COLORS

Section 1. The emblem is a shield with a gear blank (located in the center of the lower 4/5th of the shield), with a lightning bolt, framing square, triangle and mallet located in the center of the gear blank. In the immediate outer circumference of the gear blank located in the upper half is AIASA with INDUSTRIAL ARTS reading from left to right in the lower half of the gear. The shield bearing an Uncle Sam design with blue horizontally across the top 1/5th, bearing the word CONNECTICUT. Alternating red and white stripes placed vertically but not through the gear blank covers the bottom 4/5th of the shield. A white border is around the entire outer edge. The gear blank, AIASA, INDUSTRIAL ARTS, and mallet handle are blue. A blue border outlines the framing square and triangle with the lightning bolt and mallet head in red.

Section 2. The colors of AIASA shall be scarlet (red), white and navy blue.

ARTICLE XI - CREED AND MOTTO

Section 1. The motto of the Connecticut Association of the American Industrial Arts Student Association will be: "Learning to Live in a Technical World."

Section 2. The Creed of the Connecticut Association of the American Industrial Arts Student Association will be the same as the National AIASA Creed.

ARTICLE XII - AMENDMENTS

Section 1. To amend this constitution, a proposed amendment must be submitted in writing by the chartered chapter proposing the amendment to the CT AIASA President, ninety (90) days prior to the annual meeting.

Section 2. The President of CT AIASA must notify in writing the chartered local chapters and state officers of the proposed amendment at least sixty (60) days prior to the annual meeting.

Section 3. The proposed amendment must be considered and approved for ratification by a three-fourths majority of the voting delegates present at the annual meeting.

Section 4. Each chartered local chapter will be entitled to one vote for each local chapter officer present (maximum 6) plus two additional delegates, for a total of not more than eight delegates.

Section 5. The President of CT AIASA must notify in writing the chartered local chapters of the ratified amendment within sixty (60) days of the annual meeting.

Section 6. The ratified amendment will become effective sixty (60) days after the annual meeting at which the amendment was adopted unless a different time period is stipulated in the amendment.

Section 7. This Constitution will follow and conform to the National AIASA Constitution to the best of its abilities.

Section 8. No rules, regulations, bylaws, or amendments shall be adapted which are contrary to the purposes of CT AIASA/AIASA.

REVISED BYLAWS TO BE PRESENTED FOR ADOPTION AT THE ANNUAL BUSINESS MEETING ON 4/12/80
BYLAWS CHANGE - ARTICLE IV, SECTION I PASSED AT THE ANNUAL BUSINESS MEETING ON APRIL 4, 1981

CONNECTICUT ASSOCIATION OF THE AMERICAN INDUSTRIAL ARTS STUDENT ASSOCIATION (CT AIASA)

BYLAWS

ARTICLE I - RULES, REGULATIONS AND POLICIES

Section 1. To implement the constitution of the Connecticut Association of the American Industrial Arts Student Association, the following rules, regulations and policies are to be administered by the CT AIASA Executive Committee, CT AIASA Board of Directors, the local CT AIASA Chapters and the members of CT AIASA.

ARTICLE II - MEMBERSHIP

Section 1. CT AIASA will recognize individual membership only through chartered local chapters.

Section 2. Membership eligibility will be governed by CT AIASA in accordance with AIASA and the local chapters. Members shall be recognized as active members, associate members, alumni members, professional members, and/or honorary/honorary life members.

Section 3. Active members shall be students who are presently enrolled in Industrial Arts programs. An active member shall pay dues and may be declared eligible to hold a state office, to participate in state competitive events or projects, to serve as a state and/or a national voting delegate, or to otherwise represent their chapter in CT AIASA affairs as may be approved by their local chapter.

Section 4. Associate members shall be students who are enrolled in or have been previously enrolled in related fields of instruction with emphasis in Industrial Arts. An associate member shall pay dues. Associate members shall not have the right to vote or hold office.

Section 5. Alumni members shall consist of those individuals who have completed an Industrial Arts program and have been a former active or associate CT AIASA member, and who have graduated from or left school. Alumni members shall not have the right to vote or hold office.

Section 6. Professional members are those persons engaged in education, business and industry who have an interest in CT AIASA and in the welfare of Industrial Arts Education. Professional members shall not have the right to vote or hold office.

Section 7. Honorary/Honorary Life Members may be individuals who have made or are making contributions to the advancement of Industrial Arts as may be approved by the CT AIASA Executive Committee, and shall be exempt from annual dues. Such membership will be constituted as the highest attainable in CT AIASA.

Section 8. Annual membership dues shall be as determined by the Executive Committee of CT AIASA and approved by the Board of Directors of CT AIASA. The membership year shall be September 1 to August 31.

ARTICLE III - THE CT AIASA ADVISOR

Section 1. The CT AIASA Advisor(s) shall be a certified Industrial Arts teacher(s).

Section 2. The CT AIASA Advisor(s) shall be exempt from annual dues.

ARTICLE IV - VOTING DELEGATES

Section 1. Member chapters of CT AIASA will exercise their voting privileges through voting delegates at the annual meeting of CT AIASA.

Section 2. Each chartered chapter will be entitled to one vote for each local officer represented (maximum six), plus two additional delegates for a total of not more than eight delegates.

Section 3. Each delegate is entitled to one vote and must be present to register it. Each chapter is entitled to one alternate voting delegate.

Section 4. To be eligible, a list of delegates, one alternate voting delegate, and other conference participants must be forwarded to the State CT AIASA Advisor no later than twenty days prior to the annual state conference.

Section 5. Delegates to the annual state conference are vested with the authority to elect the officials of the state CT AIASA Executive Committee; to revise, amend or abolish the Constitutions and/or Bylaws; or to transact any and such other business in conformity with the Constitution and Bylaws of CT AIASA/AIASA.

ARTICLE V - STATE OFFICERS

Section 1. The State Officers of CT AIASA shall consist of a President, Vice-President, Secretary, Sergeant-at-Arms, Reporter, and a Treasurer. These state officers, along with the CT AIASA state advisor and State Fiscal Agent, will be known collectively as the Executive Committee of CT AIASA.

Section 2. Only active members of CT AIASA will be eligible for a state office. To be eligible for a state office, a candidate must be holding or have held an elected chartered chapter office. Students elected as state officers at the annual meeting may not hold a local chapter office concurrently with their terms as state officers.

Section 3. The Executive Committee with the approval of the Board of Directors will appoint a State Fiscal Agent at the Annual Business Meeting of the Association.

Section 4. No individual may be elected to more than one term as a state officer in the same office.

Section 5. The State CT AIASA President shall appoint a credentials committee to review all state officer candidates and their qualifications and will submit to the voting delegates a slate of all candidates declared eligible for each state office. There will be no additional nominations from the floor. All state officers shall be elected by a majority vote of all the voting delegates.

Section 6. All candidates for a State Office shall be required to submit the official State Officer Candidate form. In addition, all State Officer Candidates will be required to take the State Officer Examination.

Section 7. Candidates for State Office must file their candidacy for office with the State CT AIASA Advisor not later than 30 calendar days prior to the date of the Annual State Conference.

Section 8. Although the State Officer Candidate Form will require that the Candidate indicate which office he or she is attempting to secure, the credentials committee may request that the candidate change officer preference. The candidate may decline the sugestion of the credentials committee.

Section 9. Each school sponsoring a CT AIASA chapter may nominate and run two candidates, one for each of any two different offices. A chapter may have two State CT AIASA Officers so elected.

Section 10. Other nomination and election procedures shall be established by the State CT AIASA Advisor and the CT AIASA Board of Directors.

Section 11. The Executive Committee may fill by appointment any vacancy occurring in the state officers for the unexpired term, except the office of President, which shall be filled by the Vice-President.

ARTICLE VI - DUTIES OF STATE OFFICERS

Section 1. President: It shall be the duty of the President of CT AIASA to preside at all meetings, to make necessary committee appointments including the designation of the committee chairperson; to develop with the Executive Committee a program of work for their term of office; to appoint a Parliamentarian at each meeting; and to make themselves available, as necessary, in promoting the general welfare of CT AIASA. The President shall also serve as a liaison to the Connecticut Council of Student Vocational Organizations, (CCSVO).

Section 2. Vice-President: It shall be the duty of the Vice-President to serve in any capacity as directed by the President; to accept the responsibility of the President as occasion may demand; and to make themselves available, as necessary, in promoting the general welfare of CT AIASA. The Vice-President shall serve as the Chairperson of the Annual CT AIASA State Conference.

Section 3. Secretary: It shall be the duty of the Secretary to serve in any capacity as directed by the President; to record proceedings of all meetings; and to make themselves available, as necessary, in promoting the general welfare of CT AIASA.

Section 4. Sergeant-at-Arms: It shall be the duty of the Sergeant-at-Arms to serve in any capacity as directed by the President; to assist in the preparation and control of the meeting place; in the event a Parliamentarian is not appointed by the President, to assist in the conducting of all meetings according to parliamentary procedures as set forth by Robert's Rules of Order, Newly Revised; and to make themselves available, as necessary, in promoting the general welfare of CT AIASA.

Section 5. Reporter: It shall be the duty of the Reporter to serve at any capacity as directed by the President; to accumulate and keep up to date information on the history of the association; to prepare articles for publication in AIASA publications, professional magazines and journals, newspapers and other news media; to contact other association members concerning new items for publication; and to make themselves available, as necessary, in promoting the general welfare of CT AIASA.

Section 6. Treasurer: It shall be the duty of the Treasurer to serve at any capacity as directed by the President; to assist in the preparation and control of the meeting place; and to make themselves available, as necessary, in promoting the general welfare of CT AIASA.

ARTICLE VII - DUTIES OF THE STATE FISCAL AGENT

Section 1. It shall be the duty of the State Fiscal Agent to keep records of CT AIASA Finances as necessary and to keep records of membership totals. The Fiscal Agent will make the record available when necessary.

Section 2. It shall be the duty of the State Fiscal Agent to receive and deposit all funds of CT AIASA and to draw upon these funds to pay all encumbrances of CT AIASA, as approved by the CT AIASA President and State Advisor.

ARTICLE VIII - DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

Section 1. The CT AIASA Executive Committee shall consist of State President, Vice-President, Secretary, Sergeant-at-Arms, Reporter, Treasurer, State Fiscal Agent, and the State CT AIASA Advisor.

Section 2. The powers and duties of the Executive Committee shall extend to and include, in addition to authority otherwise vested herein, authority as follows:

A. To conduct business in an efficient fashion pertaining to the members of CT AIASA.
B. To issue charters to local chapters who have properly fulfilled petitioning requirements.
C. To prepare and submit to local chapters appropriate membership cards, applications for membership and certificates of membership.
D. To call special meetings and conferences subject to the approval of the Board of Directors.
E. To revoke, upon the approval of the Board of Directors, the charter of any local chapter when said local chapter is found guilty of violating the provisions of this constitution, or any edict resolution directive of this State Association.
F. To assist in the development and administration of the Annual CT AIASA State Conference.
G. To design, prepare, and execute a yearly Program of Work aimed at providing leadership and direction for CT AIASA.
H. To acquire, improve, maintain, and direct all properties deemed necessary for the improvement and welfare of CT AIASA.

ARTICLE IX - PAYMENT OF DUES

Section 1. Payment of Dues are due to the State Fiscal Agent through the State Advisor 15 days before the State Advisor must submit the chapter application and dues to AIASA, Inc.

ARTICLE X - COMMITTEES

Section 1. The CT AIASA Executive Committee shall have the power to appoint members to standing and temporary committees designed to serve the State Association.

Section 2. Standing committees, consisting of three or more members, shall be appointed each year by the State Executive Committee. All CT AIASA members, Board of Directors, Chapter Advisors and Executive Committee members are eligible to serve on standing committees. These committees are as follows:

Credentials Committee
Program of Work Committee
Awards Committee
State Conference Planning Committee
Evaluation Committee
Competitive Events Committee

Section 3. The CT AIASA Executive Committee shall have the power to appoint or establish any and all other special committees as needed. These committees shall last for 1 year unless otherwise noted at the time of their formation.

ARTICLE XI - FUNDS AND AUDIT

Section 1. All funds received by CT AIASA shall be handled by the State Fiscal Agent and deposited in the bank to be selected by the Executive Committee of CT AIASA. All funds shall be disbursed by check with the approval of the CT AIASA President and State CT AIASA Advisor.

Section 2. The accounts of the State Association shall be audited each year and a financial report shall be prepared in detail for the Executive Committee and Board of Directors of CT AIASA.

ARTICLE XII - CODE OF ETHICS

Section 1. State CT AIASA functions sanctioned by the Board of Directors and the Executive Committee shall come under the scrutiny of the State CT AIASA Code of Ethics.

This Code is directed towards providing responsibility regarding standards of discipline of CT AIASA members during all sanctioned State CT AIASA functions. The Code shall include these provisions.

A. Any damages to any property or furnishings in hotels, schools, private buildings or grounds must be paid by the individual and chapter responsible.
B. CT AIASA members attending State functions shall keep their Advisors informed of their whereabouts at all times.
C. CT AIASA members participating in any State functions should be on time and prepared for all activities.
D. CT AIASA members participating in any State functions should be financially prepared for all incurred debts.
E. When utilizing housing facilities, CT AIASA members will be registered at a specific room for the duration of the function.
F. State CT AIASA functions shall be limited to pre-registered participants only, unless specified otherwise.
G. Illegal narcotics in any form shall not be possessed by CT AIASA members under any circumstances at any official CT AIASA function.
H. Alcohol shall not be present or consumed at any official CT AIASA function.
I. Chapter Advisors will be responsible for the conduct of CT AIASA members in their charge.
J. Local chapters may impose more stringent policies of conduct at their discretion.
K. All CT AIASA members participating in a sanctioned State function shall adhere to specified dress regulations indicated for various functions.

Section 2. Failure to adhere to these directives may result in (1) suspensions of Local Chapter Charters, (2) disqualification of local Chapter or specified Chapter members from competition and/or state officer candidacy, (3) legal action, should the situation warrant such consequences.

ARTICLE XIII - AMENDMENTS

Section 1. (1) To amend these Bylaws, the proposed amendment(s) must be presented in writing by the chartered local chapter proposing the amendment(s) ninety (90) days prior to the annual meeting. (2) The President must then present the proposed amendment, together with the actions recommended by the Executive Committee, to the Board of Directors of CT AIASA. (3) If approved by the Board of Directors, the proposed amendment will be presented at the next scheduled annual meeting of CT AIASA and may be adopted by two-thirds majority approval of the voting delegates present at this annual meeting. (4) If adopted, the amendment will take effect sixty (60) days after the annual meeting in which it is presented for approval, unless otherwise stipulated in the amendment.

Section 2. No rules, regulations, bylaws or amendments shall be adopted which are contrary to the purposes of CT AIASA/AIASA.

CHAPTER OFFICER DUTIES AND RESPONSIBILITIES

PRESIDENT

All officers have some duties and responsibilities in common. Every officer should:

1. Be familiar with the chapter constitution and bylaws.
2. Be familiar with the annual program of work.
3. Be aware of the work and progress in their respective committees.
4. Be able to accept responsibility, work well with other members, and provide leadership to the group.
5. Know he-/his part in meetings, ceremonies, dinners, etc.
6. Be familiar with parliamentary procedure.

PRESIDENT'S DUTIES

The President presides over and conducts all meetings in accordance with parliamentary procedure; keeps the members and the discussion to the subject at hand and within time limits; appoints committee chairs and serves on committees as an ex-officio member; represents the chapter at special school events and at out-of-school functions; coordinates the activities of the chapter by keeping in touch with the other officers, the membership, and the advisor; and keeps him/herself informed to ensure that the chapter is moving according to the chapter's program of work.

<u>The Presiding Officer should</u>:

1. Begin the meeting on time and proceed in a pattern established by the order of business. (Members will be there if they know that the meeting will begin at a specified time).

2. Be sure a quorum is present before the business portion of the meeting is begun.

3. Always keep the meeting under control. Limit debate on the part of any one individual to specified times or turns (ample, but not excessive, times should be allowed for debate).

4. Use of the gavel is at the discretion of the presiding officer.

5. Conduct the meeting in accordance with parliamentary procedure.

6. Appoint a parliamentarian at each meeting.

7. Refer to him/herself as "the Chair".

8. Be impartial at all times.

9. Stand while presenting business or directing the assembly in action. (It is permissible to sit while business is being transacted or matters are under discussion on the floor).

10. Turn over the chair to the Vice President or other designated member when he/she wants to enter into debate. Information, but not opinions, may be given from the chair. If the presiding officer wants to make or discuss a motion personally, he/she must leave the chair and do so from the floor.

11. Allow a member to suspend the regular order of business ONLY by a formal motion which is carried by a two-thirds vote.

12. Recognize any member who wishes to speak, within allowed time limits for debate.

13. Not permit discussion or a motion until it is seconded, and stated by the chair.

14. Be seated when you have granted the floor to a member, and remain seated while the member discusses the question.

15. State motions clearly, and before taking a vote be sure that all understand the question.

16. Announce the result of the vote. First, state the motion "....." and then, "the motion carries/is defeated."

17. Not vote except in the case of a tie.

18. Require that all remarks be addressed to the chair. (Do not allow members to discuss among themselves questions, remarks, or answers). All discussion is carried on with recognition and approval from the chair.

19. Permit the maker of the motion or the Vice President to put a question to a vote that concerns the President alone.

20. Close the meeting when all business has been disposed of or when time requires.

CHAPTER OFFICER DUTIES AND RESPONSIBILITIES

VICE PRESIDENT

All officers have some duties and responsibilities in common. Every officer should:

1. Be familiar with the chapter constitution and bylaws.
2. Be familiar with the annual program of work.
3. Be aware of the work and progress in their respective committees.
4. Be able to accept responsibility, work well with other members and provide leadership to the group.
5. Know her/his part in meetings, ceremonies, dinners, etc.
6. Be familiar with parliamentary procedure.

VICE PRESIDENT'S DUTIES

The Vice President assists the President in the discharge of his/her duties. The Vice President is responsible for presiding at meetings and functions in the absence of the President and must be prepared at any time to assume the office of the President, when necessary. The Vice President is in charge of all committee work and the management of committee assignments. He/she should work closely with the committees and keep well-informed of all committee activities; serves as ex-officio on all chapter committees.

The Vice President should:

1. Assist the President.
2. Have charge of setting up and carrying out the program of work.

3. Assist in the make-up of the chapter meeting agenda.

4. Preside in the absence of the President.

5. Be responsible for a report on the status of the program of work at each meeting.

6. Submit a report on chapter accomplishments at the end of the year.

CHAPTER OFFICER DUTIES AND RESPONSIBILITIES

SECRETARY

All officers have some duties and responsibilities in common. Every officer should:

1. Be familiar with the chapter constitution and bylaws.
2. Be familiar with the annual program of work.
3. Be aware of the work and progress in their respective committees.
4. Be able to accept responsibility, work well with other members, and provide leadership to the group.
5. Know her/his part in meetings, ceremonies, dinners, etc.
6. Be familiar with parliamentary procedure.

SECTETARY'S DUTIES

The Secretary prepares and reads the minutes of meetings; has available for the President the agenda for each meeting; attends to official correspondence; sends out and posts meeting notices; counts and records votes when taken; prepares chapter reports; keeps permanent records of the chapter; reads communications at meetings; has on hand for each meeting the Secretary's book, minutes of previous meetings, lists of committees and committee reports, copies of local, state, and national programs of work, copies of the constitution and bylaws, and a copy of the Handbook.

The Secretary should:

1. Be sure to record the minutes of all meetings -- formal, informal, and called meetings. The Secretary's records are very important.

2. Record in the minutes what is DONE, decided upon, and what is said.

3. Record the exact wording of motions and amendments, whether they pass a vote or not, and make a record of who made the motion/amendment and who seconded it.

4. Stop the proceedings, if necessary, in order to get the exact wording of motions. You may request that the motions be submitted in writing by the member presenting the motion.

5. Record in the minutes the names of the members who have been appointed to the committees, with the chair of each committee.

6. Include in the minutes the Treasurer's Report.

7. Keep the minutes in a permanent book. Corrections to the minutes should appear in the margins, corrected.

8. Have the presiding officer sign the minutes with any approved corrections, to make the record officiat.

CHAPTER OFFICER DUTIES AND RESPONSIBILITIES

TREASURER

All officers have some duties and responsibilities in common. Every officer should:

1. Be familiar with the chapter constitution and bylaws.
2. Be familiar with the annual program of work.
3. Be aware of the work and progress in their respective committees.
4. Be able to accept responsibility, work well with other members, and provide leadership to the group.
5. Know her/his part in meetings, ceremonies, dinners, etc.
6. Be familiar with parliamentary procedure.

TREASURER'S DUTIES

The Treasurer receives records and administers the chapter funds; collects all state and national dues, and is responsible for chapter payments by the appropriate deadlines; keeps financial records in order and up-to-date; devises fund raising activities with the cooperation of the appropriate committee and the approval of the membership and advisor; assists in preparing an annual statement of estimated receipts and expenditures; serves on the finance committee as the ex-officio member; and protects the financial reputation of the chapter.

The Treasurer should:

1. Record all records in ink in a permanent book.

2. Record all receipts by name ofmember or name of group, and date.

3. Record all money paid out by date and to whom.

4. Obtain a receipt from the person(s) paid and keep a copy in the permanent records.

5. Receive the proper authority before paying out chapter monies.

6. Keep an up-to-minute accounting of funds. Enter all transactions as soon as they occur.

7. Be prepared to report the financial status of the chapter at any regular chapter meeting.

8. Obtain and present ideas and suggestions for increasing the treasury and financing chapter activities.

CHAPTER OFFICER DUTIES AND RESPONSIBILITIES

SERGEANT-AT-ARMS

All officers have some duties and responsibilitites in common. Every officer should:

1. Be familiar with the chapter constitution and bylaws.
2. Be familiar with the annual program of work.
3. Be aware of the work and progress in their respective committees.
4. Be able to accept responsibility, work well with other members, and provide leadership to the group.
5. Know her/his part in meetings, ceremonies, dinners, etc.
6. Be familiar with parliamentary procedure.

SERGEANT-AT-ARMS' DUTIES

The Sergeant-at-Arms is responsible for the physical set-up of meetings, banquets, gatherings; assists in seating arrangements and the seating of guests; assures that all necessary equipment is at hand and operating; secures the use of any meeting room and facilities.

1. Arrange the meeting room and care for chapter paraphernalia.
2. Be responsible for the comfort of those present at the meeting.
3. Attend the door during meetings and welcome guests.
4. Take charge of candidates prior to and during initiations.
5. Assist with entertainment, refreshments, and other details connected with the program.
6. Serve as ex-officio member of committees dealing with these areas.

CHAPTER OFFICER DUTIES AND RESPONSIBILITIES

REPORTER

All officers have some duties and responsibilities in common. Every officer should:

1. Be familiar with the chapter constitution and bylaws.
2. Be familiar with the annual program of work.
3. Be aware of the work and progress in their respective committees.
4. Be able to accept responsibility, work well with other members, and provide leadership to the group.
5. Know her/his part in meetings, ceremonies, dinners, etc.
6. Be familiar with parliamentary procedure.

REPORTER'S DUTIES

The Reporter gathers and maintains chapter news; prepares news releases and articles for publication in school and local newspapers; acquaints local newspaper editors with information about AIASA; maintains a file of clippings and pictures of chapter activities; keeps a publicity scrapbook; assists in maintaining a chapter bulletin board; assists in the planning and arranging of chapter exhibits; and collects and prepares new and feature stories of chapter activities for state and national publications.

1. Gather and classify all AIASA news.
2. Prepare articles and news releases.
3. Develop a working relationship with local media personnel and keep them informed of AIASA news.
4. Send chapter news and photographs to the state association and national office for publication use.

HISTORIAN

Responsibilities of the Historian

1. The Historian will keep an accurate and chronological history of all Chapter activities including the names of new as well as existing memberships, all officers of the Chapter and their dates of tenure, the significant meetings and actions taken should be also recorded.

2. The Historian shall aid in the production of a scrap-book or manual depicting all of the events and activities of the past year.

3. The Historian should work closely with the Reporter on club activities in sharing ideas, notes and all other data.

4. The Historian shall keep accurate and current records of all Chapter events and activities.

AIDES FOR OFFICERS

WHAT IS NEWS?

It is accurate and timely information which is of wide interest to the public.

Newsworthy and well written articles, whether of local, state, or national significance, are all of interest to selected audiences, and will be used by:

- Magazines and Newspapers
- Radio and Television
- Bill-boards and Bulletin Boards

HOW TO WRITE A NEWS RELEASE

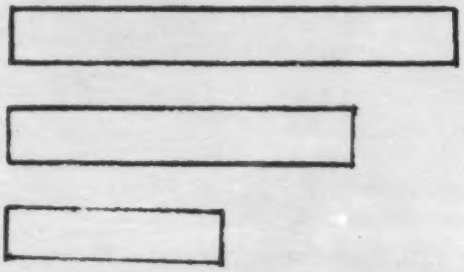
First, be sure you have some news to report or something interesting to say, if it's a feature story you want published.

Second, note that all good news stories have a basic form. The lead paragraph should contain the most important facts.

The first paragraph or two should give the correct answers to WHO said something or did something ... WHAT was said or done ... WHEN it happened ... WHY it happened ... HOW it happened ... WHERE it happened.

IMPORTANT!

1. Get all of these points in the first few sentences whether written or spoken.
2. The first few sentences are called "lead sentences" and capture the attention of the reader.
3. Each succeeding paragraph should decline in importance.



Use short words. Two sentences make a good paragraph in a news release. Avoid adjectives.

4. Make sure all names, dates, hours, and places are correct.
5. Never staple the pages of a release.
6. Deliver or mail the release so it arrives well in advance of whatever deadline must be met.

7. Six C's for good written communications:

Clear	Courteous
Concise	Conversational
Complete	Careful

8. Don't write so you be understood, but so that you cannot possibly be misunderstood.

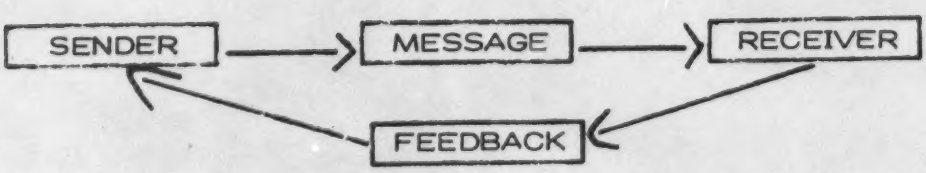
For example:

> President Nixon (WHO) announced (HOW) at his regular White House press conference (WHERE) today (WHEN) that he expects a visit at the White House shortly from South Vietnamese President Thieu (WHAT) to discuss Thieu's new six-point peace program (WHY).

Or . . . .

> The American Industrial Arts Student Association (WHO) will conduct an office Training Program (WHAT) at its National Headquarters in Washington, D.C. (WHERE), July 16-31 (WHEN) to train its newly elected national officers (WHY) it was announced today by Ronald W. Applegate, Executive Director.

COMMUNICATIONS



-The purpose of any writer or speaker is to communicate effectively.

-Communication requires imagination. It is his imagination that makes man remarkable.

-Four requirements of communication:

Writing	Listening
Talking	Reacting

WRITING

-Criteria for a good written message:

Clarify	Organization
Interest	Usefulness
Distinctness	Understandable

-The real reason for writing anything is to get ideas across, not to prove how profound we are with the vocabulary. We should write to express, not to impress.

-Suggestions for better written communications:

1. Keep sentences short
2. Vary the sentence length
3. Use simple words
4. Use descriptive words or sentences
5. Avoid unnecessary words
6. Use action verbs
7. Get people into your sentences
8. Use a conversational style
9. Know your subject
10. Sharpen your writing skills

CONTACT FOR IMMEDIATE RELEASE

ADDRESS

PHONE

Members of the _____ chapter of the American Industrial Arts Student Association (AIASA) are having a dinner community meeting being held at _____ for the purpose of forming their new chapter. The dinner starts at _____ with guest speaker _____ of _____ giving a speech on the subject of _____.

The new AIASA Chapter was formed on _____ with _____ of _____ acting as the chapter advisor. The guest speaker, _____ of _____has been appointed to serve on the AIASA Advisory Committee because of his expertise in the area of _____ and _____.

The chapter has already elected officers. The dinner meeting will also serve as the installation meeting for these new officers. Elected President was _____. Vice President was _____ _____. Nominated as Secretary was _____ _____. While _____ serves as Treasurer.

The next regular scheduled meeting of the _____ chapter of AIASA is scheduled for _____ in meeting room at _____.

Chapter Activity for News Release

"Information":

WHO: Steve Wilson, Chapter President
Karen Green, Vice President
Mary Hawkins, Secretary
Jim Forb, Reporter
Karla White, Historian

WHAT: Installation of new Chapter officers at a banquet function.
Steve installed as president; others as above.

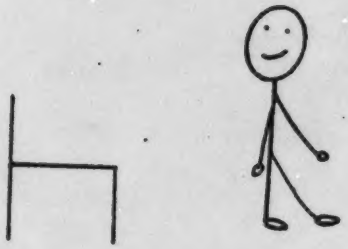
WHEN: September 23, 1975

WHERE: Hyatt House (Airport)

GENERAL INFORMATION: 60 people attended
Mr. Michaels, Chapter Advisor,
did the actual installing
Several alumni were in attendance
6th annual installation banquet

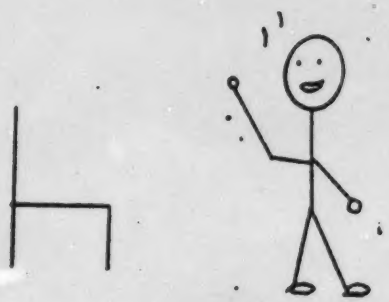
SPEECH

Speaking is one of the best opportunities possible to promote I.A., the AIASA chapter, and the projects. These are principles used by some of the most important speakers in the world. Just remember to:



STAND UP

SPEAK UP



SHUT UP

SIT DOWN

REACTING

- Reacting -- non-verbal communication

- Often it is not what we say, but what we don't say that carries the real punch.

- One reason why we are often not always effective in talking is that we tend to "tell" a person what to do, whereas, we ought to "sell" him on the idea of doing it. We use words that "tell" rather than "sell".

- Always tell a person what he <u>can</u> do, not what he <u>can't</u>.

- In the final analysis, the success of communications is not in the form, but in its warmth; not in words, but in their meaning; not in any technique at all, but in mutual understanding.

LISTENING

- We ought to read as much as we write; we should listen as much as we talk.

NEWS

- Real news is something that would be of interest to people everywhere.

TEN COMMANDMENTS OF GOOD COMMUNICATION

1. Clarify your ideas before communicating
2. Examine true purpose of each communication
3. Consider the total physical and human environment whenever you communicate
4. Consult with other, when appropriate, in planning your communications
5. Be mindful, while you communicate, of the overtones as well as the basic content of your message
6. Take the opportunity, when it arises, to convey something of help or value to the receiver
7. Follow-up your communication
8. Communicate for tomorrow as well as today
9. Be sure your actions support your communications
10. Seek not only to be understood but also to understand -- be a good listener

READINGS

To help students practice speaking to a group -- can be used as part of meeting programs.

ARE YOU TIRED?

WE HAVE RUN ACROSS SOME ABSOLUTELY IRREFUTABLE STATISTICS THAT SHOW EXACTLY WHY YOU ARE TIRED. AND BROTHER, IT'S NO WONDER YOU'RE TIRED EITHER. THERE AREN'T AS MANY PEOPLE ACTUALLY WORKING AS YOU MAY HAVE THOUGHT. AT LEAST NOT ACCORDING TO THE SURVEY RECENTLY COMPLETED.

THE POPULATION OF THIS COUNTRY IS 200 MILLION, 84 MILLION OVER 60 YEARS OF AGE, WHICH LEAVES 116 MILLION TO DO THE WORK. PEOPLE UNDER 20 YEARS OF AGE TOTAL 76 MILLION, WHICH LEAVES 40 MILLION TO DO THE WORK.

THERE ARE 22 MILLION WHO ARE EMPLOYED BY THE GOVERNMENT, WHICH LEAVES 18 MILLION TO DO THE WORK. FOUR MILLION ARE IN THE ARMED FORCES, WHICH LEAVES 14 MILLION TO DO THE WORK. DEDUCT 13,800,000 THE NUMBER IN STATE AND CITY OFFICES, LEAVING 200,000 TO DO THE WORK. THERE ARE 188,000 IN HOSPITALS, INSANE ASYLUMS, ETC., SO THAT LEAVES 12,000 TO DO THE WORK.

NOW IT MAY INTEREST YOU TO KNOW THAT THERE ARE 11,998 PEOPLE IN JAIL, SO THAT LEAVES JUST 2 PEOPLE TO CARRY THE LOAD. THAT'S YOU AND ME -- AND BROTHER, I'M GETTING TIRED OF DOING EVERYTHING MYSELF !

THE MAN WHO THINKS HE CAN!!!

If you think you are beaten, you are;
If you think you dare not, you don't!
If you'd like to win, but think you can't,
It's almost a cinch that you won't.

If you think you'll lose, you're lost;
For out in the world we find
Success begins with a fellow's will;
It's all in the state of mind!

If you think you're outclassed, you are;
You've got to think high to rise.
You've got to be sure of yourself
Before you can win the prize.

Life's battles don't always go
To the strongest or fastest man;
But sooner or later the man who wins
Is the man who thinks he can!

YOUNG PEOPLE'S BILL OF RESPONSIBILITIES

To my country, my parents and myself -- that I may:

1. Honor my parents, my elders and my teachers.

2. Take care of my body, mind and spirit.

3. Improve myself through education, in preparation for the future.

4. Perform my work to the best of my ability.

5. Develop high moral principles and the courage to live by them.

6. Grow in character and ability as I grow in size.

7. Respect the rights and feelings of others.

8. Be honest with myself and others in everything I say and do.

9. Set a good example so others may enjoy and profit from my company.

10. Obey the laws of society and live in harmony with others.

11. Preserve and support our American way of life and the government of our people.

12. Keep in mind that I was not put on this Earth to amuse myself or simply enjoy the fruits of the labors of others. I shall endeavor to be of service to my fellow man and leave the world a better place than I found it.

SECRETARY AIDS

Topical Outline

I. Responsibilities of the Secretary

- A. Prepares correspondence and maintains chapter records
- B. Helps other officers develop meeting agenda, prepares and distributes to members before chapter meeting
- C. Accurately records business meeting minutes

II. Secretary's Responsibility Prior to a Business Meeting

- A. Helps other officers develop meeting agenda
- B. Types meeting agenda and distributes to members prior to meeting

III. Secretary's Responsibilities During a Business Meeting

- A. Takes poll of members present
- B. Reads and corrects minutes of previous meeting
- C. Accurately records minutes of present meeting

IV. Secretary's Responsibilities Outside of Business Meeting

- A. Prepares formal and informal correspondence
- B. Maintains other chapter records

SAMPLE AGENDA

Call the meeting to order

Pledge to the flag

Roll call of officers (Opening ceremony)

Reading and approval of the minutes

Treasurer's report

Reports of officers and standing committees

Reports of special committees (optional)

Unfinished business

New business

Program (optional)

Closing ceremony

Entertainment

SKELETON MINUTES

1. Date, time, and place the meeting was called to order.

2. Who presided at the meeting.

3. The minutes were read and approved by the membership.

4. What officer and committee reports were given and a summary of each report.

5. What old (unfinished) business was presented and the outcome of the discussion.

6. What new business was presented and the outcome of the discussion.

7. Who adjourned the meeting and at what time.

Minutes of Meeting on Wednesday

The meeting was called to order. We had the secretary's report. The treasurer gave his too.

Each committee gave its report and the club stands in pretty good shape.

Carla announced the Senior Cruise is coming up this weekend.

There's a pizza party in two weeks.

Be thinking about the national conference.

No other business was conducted.

Judy Smith
Secretary

Sample: POORLY RECORDED MINUTES

SATSUMA HIGH SCHOOL AIASA CHAPTER

MINUTES OF MEETING ON

September 23, 1978

The meeting was called to order by President Maxey Andress, in the Library of Satsuma High School, at 3:05 p.m.

Robyn Brewer, Chapter secretary, read the minutes and they were approved as read.

Richard Trott, treasurer, informed us that we currently have $78.95 in the Chapter treasury.

Committee reports were presented by the Fund Raising committee and the Social committee. Jay Lister, Fund Raising committee chairman explained the progress the committee has made on contracting a band for the dance on November 5, 1978. They have contracted "The Ambassadors" for four hours beginning at 9:00 p.m. It will cost $300.00.

Frank Smith reported the Social committee has planned a pizza feed at Shakeys' Pizza on Saturday, October 5. Everyone is invited and encouraged to bring a date. The cost will only be $1.00 per person.

The unfinished business was presented to the membership by President Andress. The candy drive is in its third week and is going very successfully. Next meeting will have a complete report from Dana James.

There was no new business to be brought before the membership at this meeting and therefore President Maxey Andress adjourned the meeting at 3:55 p.m.

Respectfully submitted,

Robyn Brewer

Sample minutes

Mr. Edward Vincent, Promotion Manager
Ajax Corporation
12 East Main Street
Richmond, Virginia 23228

Dear Mr. Vincent:

I have been asked by the membership of our AIASA Chapter at Tucker James High School to extend to you an invitation to be guest speaker at our meeting on November 12. It will be held in room 102 of James High School at 11:30 a.m.

Since we have been studying industrial design in class, we are very interested in hearing an expert in the field. We know your treatment of the subject matter will be extremely interesting to our members.

I will send you further details a little later, but would so much appreciate your acceptance as soon as possible so that we may complete our agenda for that afternoon.

Cordially,

Liz Brown, Secretary
Tucker James High School
AIASA

Sample letter

October 18, 1980

Mr. Victor Gray, Designer
Washington Natural Gas Company
388 East Yarbrough Place
Washington, D.C. 25690

Dear Mr. Gray:

Thank you very much for speaking to our Lincoln High School AIASA Chapter on October 9.

We have been studying Industrial Design in class and your information and knowledge was a great asset to our studies. I'm sure each of us has a greater understanding of the technical procedures in planning a successful design for industry.

Thank you again for taking the time out of your busy schedule to share your ideas with us.

Sincerely,

Becki Holquin
Lincoln AIASA Chapter
Secretary

Business Letter Formal: Thank you
Sample letter

You are cordially invited

to attend the

5th annual

Ingraham High School AIASA Chapter

Installation Banquet

Wednesday, May 5, 1980

7:30 p.m.

Hyatt Regency Hotel

601 Park Avenue

Philadelphia, Pennsylvania

R.S.V.P. 363-9408

Sample: Formal Card - Installation Banquet Invitation

MINUTES OF A CHAPTER MEETING
(SAMPLE)

School Library
(Place)

Jan. 26, 1982
(Date)

Meeting	The regular meeting of the Brooklyn Chapter of AIASA, held in the School Library was called to order at 2:40 p.m. by the President, Dorianne Ricci, January 26.
Creed	Creed was led by Christine Payne.
Guests	There were no guests present. Twelve members attended the meeting. Ricky Dusseault and Darren Koski were absent.
Minutes	Minutes of the meeting of Jan. 21, 1982 were approved as read.
Treasurer's Report - Bills	The Treasurer reported a balance on hand of $149.58. The following bills were presented: Lumber for mass production: $45.00 School supplies for Industrial Arts School Store: $28.00.
Committee Reports	The "Mile of Pennies" Committee reported the results of the telephone call with the Town Selectman.
New Business	The motion by Sean Koski "that new AIASA officer pins be purchased for the Chapter" was adopted.
Program	(Give details of program, if one is presented - Title, name of speaker, etc.)

Announcements — Meeting of Executive Board was announced for Jan. 29, 1982, in the School Library at 2:40 p.m. The next General Meeting was announced for Feb. 1st in the I.A. Lab, Room 117, at 2:40 p.m.

Adjournment — Meeting adjourned at 3:55 p.m.

Signed _____

Chapter Secretary
AIASA

EXAMPLE OF A TREASURER'S FINANCIAL REPORT

Financial report of Blake High School, Newton, Virginia, October 17, 1981.

Membership	35 members

All state and national dues have been accounted for by all of the Blake High School members.

Money turned over from last meeting, September 19, 1981.	$ 159.94
Interest from that time at 5%.	.76
Money from concert ticket raffle held on Oct. 12, 1981.	63.00
Money spent on tickets	17.00
Total money	$ 206.70

Respectfully submitted,

Chapter Treasurer

STATE OF CANDIDACY FOR STATE OFFICERS

NAME _____ SCHOOL _____

LOCAL CHAPTER _____ CHAPTER NO. _____

CANDIDATE FOR THE FOLLOWING STATE CONNECTICUT ASSOCIATION OF THE AMERICAN INDUSTRIAL ARTS STUDENT ASSOCIATION OFFICE: (CHECK ONE ONLY)

_____PRESIDENT_____VICE PRESIDENT_____SECRETARY

_____REPORTER _____SERGEANT-AT-ARMS _____TREASURER

(YOU MAY REVISE YOUR CHOICE OF OFFICE ON THE INTERVIEW DATE)

"I INTEND TO BE A MEMBER OF CONNECTICUT ASSOCIATION OF THE AMERICAN INDUSTIRAL ARTS STUDENT ASSOCIATION AND AMERICAN INDUSTRIAL ARTS STUDENT ASSOCIATION DURING THE 1982-83 SCHOOL YEAR."_____YES _____NO

1. PLEASE LIST ANY CONTRIBUTIONS YOU HAVE MADE AS A MEMBER OF YOUR LOCAL CT-AIASA CHAPTER.

2. LIST ACCOMPLISHMENTS IN OTHER ORGANIZATIONS (HIGH SCHOOL AS WELL AS OTHER GROUPS).

3. NAME ANY SPECIAL AWARDS RECEIVED OR OTHER ACTIVITIES WORTHY OF MENTION.

4. LIST ONE MAJOR CONTRIBUTION YOU BELIEVE YOU COULD MAKE IF ELECTED AS A CANDIDATE FOR STATE OFFICER.

_____ _____

SIGNATURE OF CHAPTER ADVISOR SIGNATURE OF CANDIDATE

A WRITTEN RECOMMENDATION FROM YOUR CT-AIASA CHAPTER ADVISOR AND SCHOOL PRINCIPAL MUST ACCOMPANY THIS FORM WHICH IS TO BE RECEIVED BY MAY 7, 1982 BY MR. DAVID M. MORDAVSKY STATE OF CONNECTICUT AMERICAN INDUSTRIAL ARTS STUDENT ASSOCIATION ADVISOR, STATE DEPARTMENT OF EDUCATION, P.O. BOX 2219, HARTFORD, CT

DUTIES AND RESPONSIBILITIES
OF
CONNECTICUT ASSOCIATION OF AMERICAN INDUSTRIAL ARTS STUDENT ASSOCIATION OFFICERS

PRESIDENT

1) Preside over and conduct all State Meetings and/or functions in accordance with accepted procedures.
2) Represent Connecticut Association of American Industrial Arts Student Association on various committees at such functions as to promote the growth and development of American Industrial Arts Student Association.
3) Coordinate and guide the efforts of all State Officers in their pursuit to carry out a yearly program of work.
4) Promote energetic activity on the part of Connecticut Association of American Industrial Arts Student Association members through a display of personal enthusiasm.
5) Represent the highest standards of professionalism, patriotism, self-esteem, and Connecticut Association of American Industrial Arts Student Association pride and spirit.
6) Consult on a regular basis with the State Connecticut Association of Industrial Arts Student Association Advisor of the progress of the yearly program of work.
7) Represent the Connecticut Association of American Industrial Arts Student Association Executive Committee on the Connecticut Association of American Industrial Arts Student Association Board of Directors.
8) Serve on the Connecticut Council for Vocational Student Organizations.
9) Represent the State of Connecticut at the National Leadership Conference.
10) Must attend the State Officer Training Conference and the State Career Development Conference.
11) PROVIDE A LEADERSHIP EXAMPLE FOR ALL MEMBERS OF THE CONNECTICUT ASSOCIATION OF AMERICAN INDUSTRIAL ARTS STUDENT ASSOCIATION.

VICE PRESIDENT

1) Assist the President in the discharge of their duty and responsibility.
2) Preside over and conduct all State Meetings and/or functions in the absence of the President.
3) Assume the full duties and responsibilities of the President should he/she be absent for a long period or leave the Connecticut Association of American Industrial Arts Student Association permanently.
4) Must attend the State Officer Training Conference and the State Leadership Conference.
5) PROVIDE A LEADERSHIP EXAMPLE FOR ALL MEMBERS OF THE CONNECTICUT ASSOCIATION OF AMERICAN INDUSTRIAL ARTS STUDENT ASSOCIATION.

SECRETARY

1) Take accurate notes and prepare adequate minutes of each meeting of the Connecticut Association of American Industrial Arts Student Association.
2) Maintain a neat file of copies of all outgoing and incoming correspondence.
3) Notify all Executive Committee members of meeting dates, times, and places.
4) Must attend the State Officer Training Conference and the Career Development Conference.
5) PROVIDE A LEADERSHIP EXAMPLE FOR ALL MEMBERS OF THE CONNECTICUT ASSOCIATION OF AMERICAN INDUSTRIAL ARTS STUDENT ASSOCIATION.

TREASURER

1) Serve in any capacity as directed by the President.
2) To keep records and membership reports as necessary.
3) Make themselve available, as necessary, in promoting the general welfare of Connecticut Association of American Industrial Arts Student Association.
4) Must attend the State Officer Training Conference and the Career Development Conference.
5) PROVIDE A LEADERSHIP EXAMPLE FOR ALL MEMBERS OF THE CONNECTICUT ASSOCIATION OF AMERICAN INDUSTRIAL ARTS STUDENT ASSOCIATION.

REPORTER

1) Serve as Editor for the State Newsletter for the Connecticut Association of American Industrial Arts Student Association.
2) Seek, gather, and classify all news from local Connecticut Association of American Industrial Arts Student Association Clubs.
3) Maintain a file of all published releases and prepare materials for use during conferences and meetings.
4) Submit Connecticut American Industrial Arts Student Association news articles on a regular basis to the American Industrial Arts Student Association School Scene.
5) Must attend the State Officer Training Conference and the Career Development Conference.
6) PROVIDE A LEADERSHIP EXAMPLE FOR ALL MEMBERS OF THE CONNECTICUT ASSOCIATION OF AMERICAN INDUSTRIAL ARTS STUDENT ASSOCIATION.

SERGEANT-AT-ARMS

1) Serve in any capacity as directed by the President.
2) Assist in the preparation and control of the meeting place.
3) In the event a Parliamentarian is not appointed by the President; assist in the conducting of all meetings according to parliamentary procedures as set forth by Robert's Rules Of Order Newly Revised.
4) Make themselves available, as necessary, in promoting the general welfare of Connecticut Association of American Industrial Arts Student Association.
5) Must attend the State Officer Training Conference and the Career Development Conference.
6) PROVIDE A LEADERSHIP EXAMPLE FOR ALL MEMBERS OF THE CONNECTICUT ASSOCIATION OF AMERICAN INDUSTRIAL ARTS STUDENT ASSOCIATION.

CONNECTICUT AMERICAN INDUSTRIAL ARTS STUDENT ASSOCIATION

STATE OFFICER ELECTIONS

State Officer Candidate Requirements

1) Must be passing all subjects in which he/she is presently enrolled.
2) Must have active member status in State and National American Industrial Arts Student Association.
3) Must submit the official CT-AIASA Officer Candiate Form.
4) Must have a written recommendation from the CT-AIASA Chapter Advisor and School Principal.
5) Must, in the opinion of Advisor and Parent, have the capacity to carry out all the duties and responsibilities of State Office if elected.

Candidate Activities

1) All candidates for CT-AIASA Office must be dressed appropriately for all candidate activities.
2) Presidential candidates should prepare a three minute speech, and/or demonstration for the campaign and election session.
3) All candidates for the offices of Vice President, Secretary, Reporter, and Sargeant-At-Arms should prepare a two minute speech and/or demonstration for the campaign and election session.
4) All candidates will be given a short oral examination of various CT-AIASA/AIASA and should possess a basic knowledge of American Industrial Arts Student Association its Creed, and its principles and practices.

Campaigning

1) Poster, buttons or other promotional materials may be hung or given out at any time during the conference. Campaigning may be conducted as long as it does not interfere with any conference function.
2) If materials are hung in the hotel, only tape may be used as an adhesive.
3) All campaigning procedures must respect the rights of others and other candidates. Campaigning should not include activities that can be classified with:

   A. Tearing down other candidates posters.
   B. Harassing other candidates or their campaigning procedures.
   C. Interfering with other candidates speech, interview or campaign.

4) A Chapter hosting a candidate campaign is totally responsible for clean-up and take down of all meterials used in the campaign.
5) FAILURE TO ADHERE TO ANY OF THESE POLICIES WILL RESULT IN DISQUALIFICATION OF THE CANDIDATE.

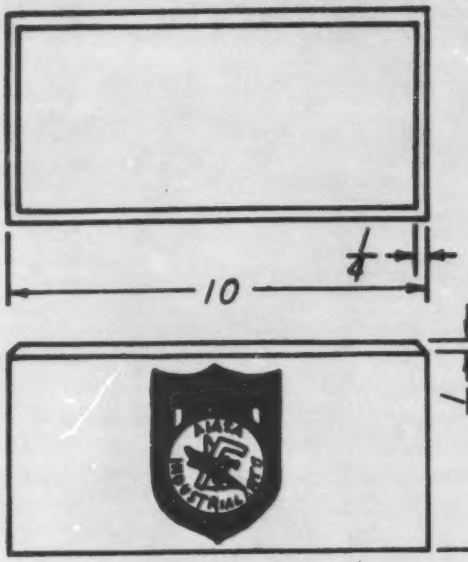
Voting Delegate and Election Procedures

1) Voting delegates will be awarded local CT-AIASA Chapters on the basis of the following:

   A. Each Chartered Chapter will be entitled to one vote for each local officer represented (maximum six), plus two additional votes for each chapter.
   B. Each delegate is entitled to one vote and must be present to register it. Each chapter is entitled to one alternate voting delegate.

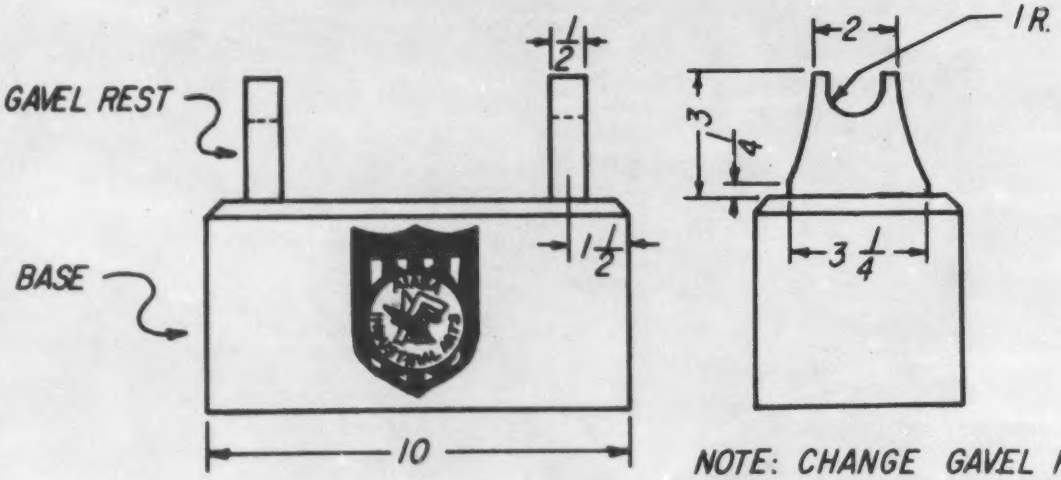
2) Voting delegates will be seated in the voting delegate section of the room and only designated voting delegates will be seated in this section. Seats for other students, advisors and guests attending will be provided in the back of the room.
3) Each voting delegate may cast only one ballot. If a school has a designated number of voting delegates they all must be seated on time in order to receive those votes.
4) No nominations from the floor will be entertained or recognized by the presiding officer.
5) Elections will be decided by a majority vote of a written ballot.
6) If no candidate receives a majority vote on the first ballot, the candidate for that office receiving the lowest number of votes will be dropped. This procedure will follow until a candidate receives a majority of the votes cast for that office.

STANDARD BASE
1/4 SCALE



NOTE: IT IS SUGGESTED THAT ALL SYMBOLS BE ATTACHED TO THE BASE WITH DOWELS OR SCREWS.

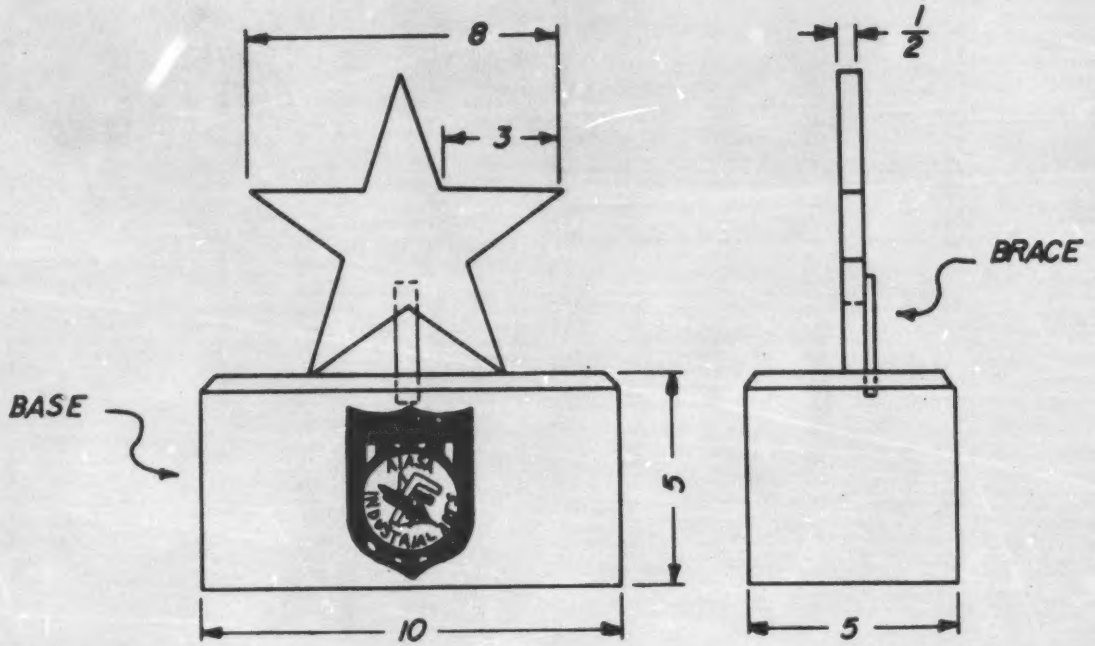
PRESIDENT STATION SYMBOL
1/4 SCALE



NOTE: CHANGE GAVEL REST DIMENSIONS TO MEET INDIVIDUAL NEEDS.

VICE PRESIDENT STATION SYMBOL

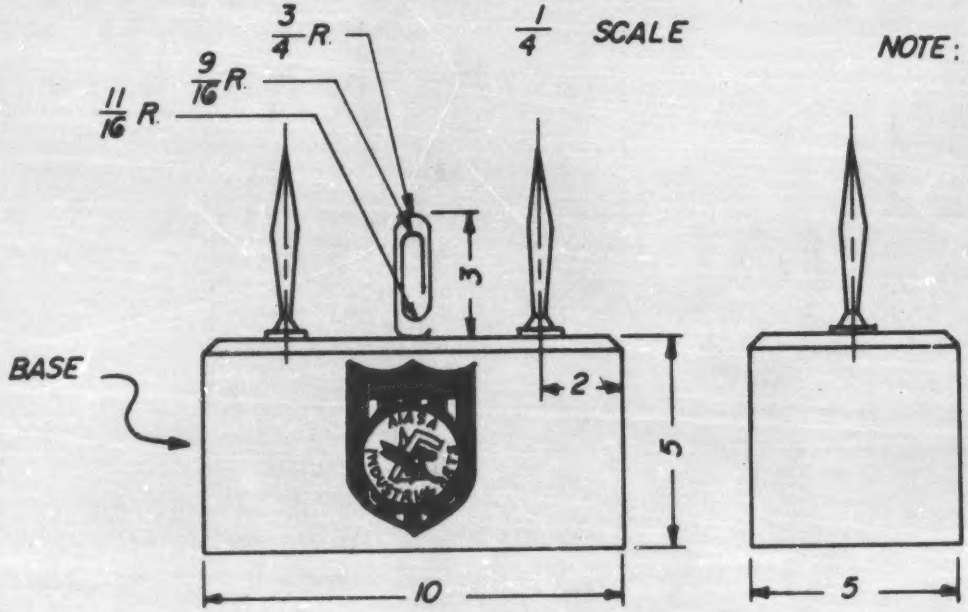
1/4 SCALE



NOTE: BRACE MADE TO SUIT

SECRETARY STATION SYMBOL

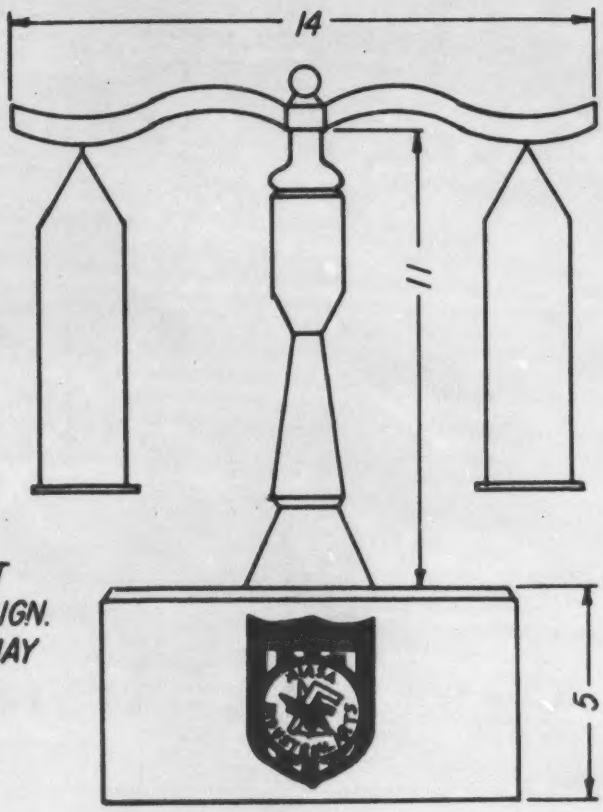
1/4 SCALE



NOTE: PENS AND CLIP ON CENTER PENS MAY BE BOUGHT

TREASURER STATION SYMBOL

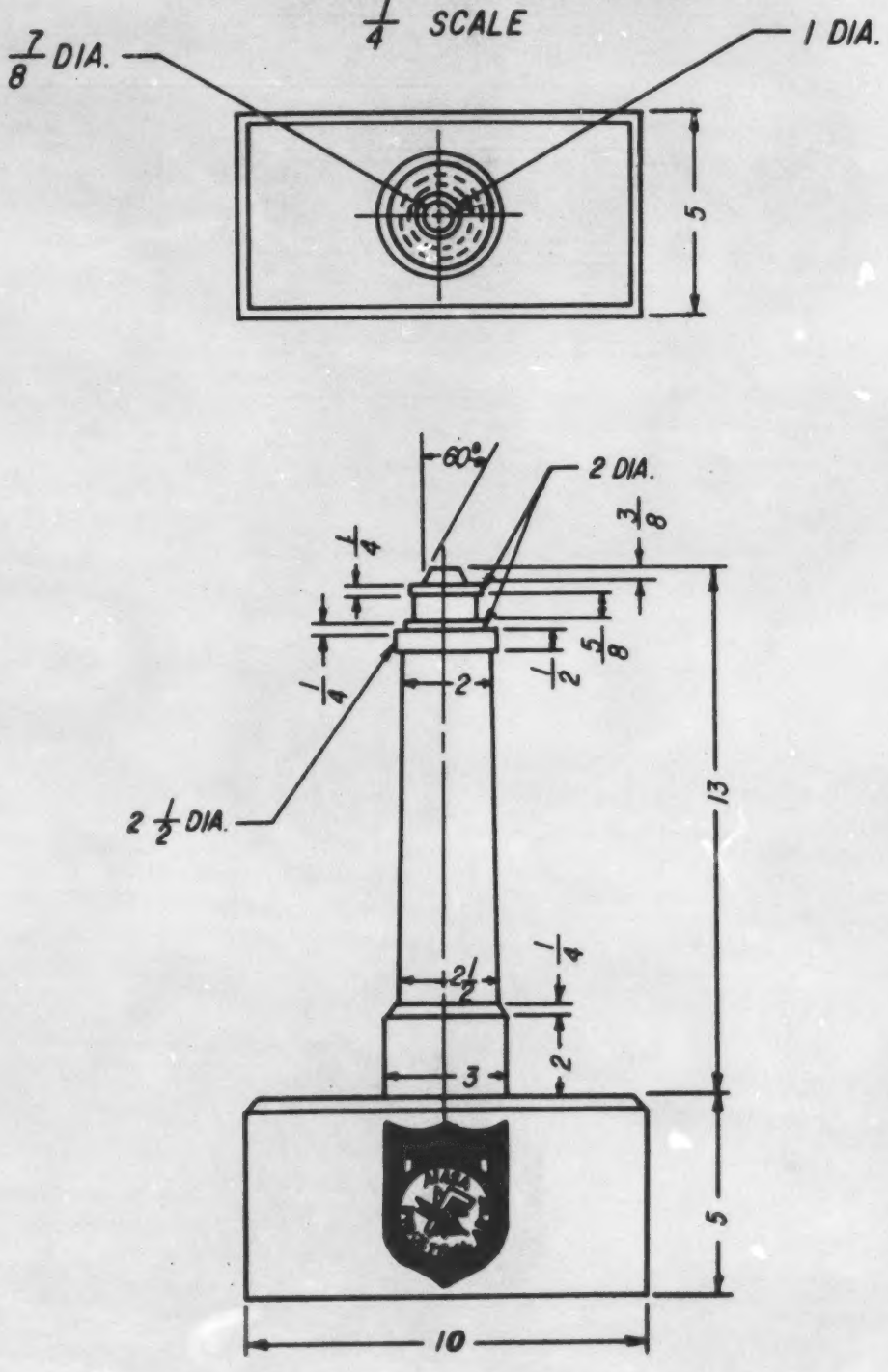
$\frac{1}{4}$ SCALE



NOTE: POST NOT ACTUAL DESIGN. SCALES MAY BE BOUGHT.

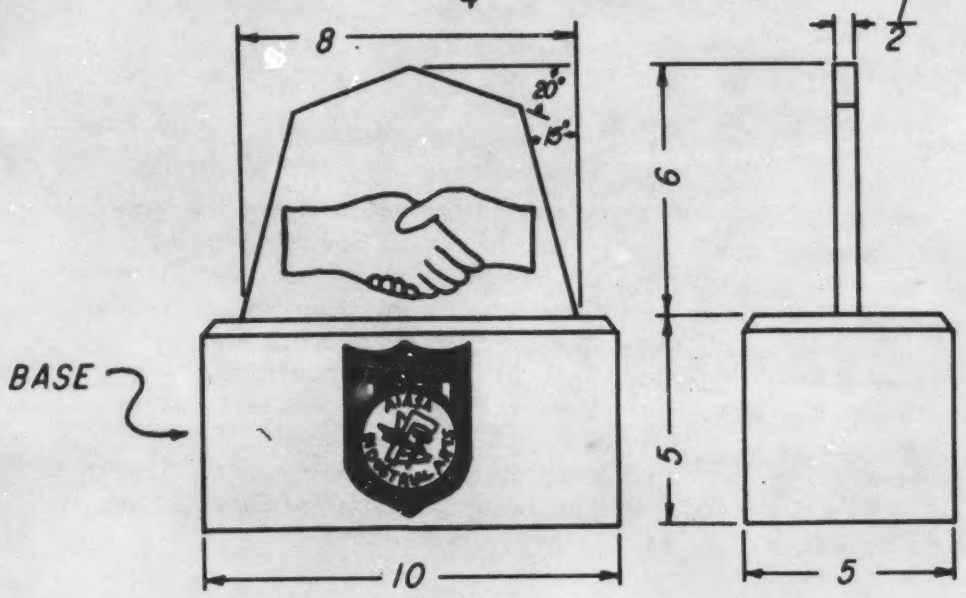
REPORTER STATION SYMBOL

1/4 SCALE



SERGEANT AT ARMS STATION SYMBOL

1/4 SCALE



NOTE: PATTERN FOR HANDSHAKE ON SGT AT ARMS STATION SYMBOL — ACTUAL SIZE.

GENERAL RULES
CONNECTICUT ASSOCIATION
AIASA COMPETITIVE EVENTS

I. The approved competitive events for 1981-82 are the Outstanding AIASA Student Award, Public Speaking Event - Prepared Extemporaneous Speaking Event, Chapter Record Book Event, Safety Poster Entry Event, Eye Safety for the Eighties Event, Research Paper Entry Event, General Knowledge Test Event, Chapter Team Competition, Outstanding School Award, Metric 500 Race, Project Fair, Small Engine Skill Event. AIASA Creed Event, Drafting Event, Graphic Arts Event, Station Symbols Event, Energy Event, Advisor of the Year Award, Industrial Bowl Event, Technical Writing Event.

II. Divisions and Participation

A. Level I - Junior High School

This is officially for those schools classified as Middle Schools, or Junior High Schools and containing any or all of grades 6-8.

B. Level II - Senior High School

This is officially for High Schools containing any of grades 9-12.

C. Participation

1. Team or chapter events will enter the Divisional Level according to official school classification.

2. Individual members will enter the Divisional Level Entry according to grade level during 81-82 school year as follows:

a. Level I - Grades 6-8
b. Level II - Grades 9-12

III. Chapter and chapter member entries will be restricted to the following:

A. No more than three entries per event in each of the following:

1. Public Speaking - Prepared
2. Research Paper
3. Extemporaneous Speaking
4. AIASA Creed Event
5. Graphic Arts Event
6. Drafting Event
7. Technical Writing

Note: A MEMBER MAY ENTER A PUBLIC SPEAKING EVENT OR TECHNICAL WRITING BUT NOT BOTH

B. No more than five (5) entries per chapter in:

1. Safety Poster Entry Event
2. General Knowledge Test

C. No more than one entry per chapter in:

1. Chapter Record Book Event
2. Chapter Team Competition
3. Outstanding AIASA Student Award
4. Outstanding School Award
5. Station Symbols Event
6. Energy Event
7. Advisor of the Year Award
8. Industrial Bowl Event (1 team)

D. No more than 2 entries (teams) per chapter in:

Small Gas Engine

1. Level I - 2 teams
2. Level II - 3 students (not teams)

E. Not more than ten (10) entries per chapter in:

1. Eye Safety for the Eighties Event
2. Metric 500

F. Project Fair project entries are unlimited, but a student may not enter more than 1 project per area.

G. To encourage participation in all events a chapter must enter 50% of all events (10 of 20). The 10 events must include a minimum of 2 events in each of the following areas for eligibility for Outstanding School.

A. Leadership Events (2 required)
B. Individual Skill Events (2 required)
C. Team Events (2 required)

Leadership Events

AIASA Creed
Extemporaneous Speaking
Prepared Speech
General Knowledge
Research Paper
Outstanding AIASA Student
Technical Writing

Individual Skill Events

Drafting Event
Graphic Arts Event
Project Fair
Metric 500
Safety Poster
Eye Safety for the '80'

Team Events

Chapter Team
Station Symbols
Energy Event
Recordbook
Small Gas Engine
Industrial Bowl Event

H. Outstanding AIASA Student and Advisor of Year Award do <u>not</u> count toward Outstanding School Event.

IV. Awards

A. Trophies or plaques will be presented as indicated in each event guideline.

B. Finalists will be identified in all events. Those not receiving a trophy or plaque will receive certificates to be distributed at a later date. The number of finalists for a given event will be determined as follows, for each division and each event.

1. Seven (7) or less entries, all entries will be treated as finalists.

2. Eight (8) or more entries, the following will establish the number of finalists:

a.	8-17 entries	4 finalists
b.	18 - or more entries	6 finalists

C. First (1st), second (2nd), and third (3rd) place awards are included in the number of finalists.

V. A. It is the intent of Connecticut AIASA to involve as many different AIASA members as possible for competitive events and recognition, in a setting of fair-play practices and guidelines.

In the event a question or problem should arise that has not been covered in the "General Rules" or the individual competitive event guideline, the Competitive Events Coordinator will render a decision for this conference that will be based upon the above.

B. Should a conflict develop that prevents a member from participating in more than one event, the contestant will decide which contest entry will be eliminated. Our conference growth in participation is too large to allow scheduling to avoid individual event participation conflicts. Therefore, it is highly recommended that all advisors encourage members to plan event entries accordingly.

VI. It will be the individual responsibility of all contestants to obtain all rules and guidelines for concerned events. Lack of knowledge or understanding about a particular event will not normally be reason or excuse for individual change or adjustment consideration.

CONNECTICUT STATE DEPARTMENT OF EDUCATION
DIVISION OF VOCATIONAL AND ADULT EDUCATION
BUREAU OF VOCATIONAL SERVICES
HARTFORD

SPECIFIC GUIDELINES FOR
VOCATIONAL STUDENT ORGANIZATION

American Industrial Arts Student Association (AIASA)

1. The local chapter must be affiliated with Connecticut Industrial Arts Student Association (CIASA) and American Industrial Arts Student Association (AIASA).

2. The chapter advisor must be a member in good standing of the Connecticut Industrial Arts Association (CIAA).

3. It is the responsibility of the chapter advisor to maintain an active chapter that meets on a regular basis. (a minimum of eight chapter meetings per year).

4. The chapter advisor shall supervise the election of local chapter officers (election deadline, October 15).

5. A yearly plan of action for the chapter should be devised by the chapter advisor in cooperation with chapter officers and members.

6. Each chapter must attend and participate competitively in the State Conference.

7. The chapter advisor must attend chapter advisor meetings at least twice a year.

8. The chapter advisor must assist in the planning and operation of the State Conference.

9. If a member of the chapter is elected a State Officer of Connecticut Industrial Arts Student Association, the chapter advisor is expected to see that the State Officer attends a majority of meetings of state officers.

10. If a member of a chapter is elected to a National office, the responsibility of adhering to the National rules and regulations lies with the local chapter advisor.

11. The chapter advisor must attend at least 50% of the meetings called by the State American Industrial Arts Student Association Director.

12. To be considered an active chapter for the purpose of support, paid student membership in American Industrial Arts Student Association and Connecticut Industrial Arts Student Association must be a minimum of ten.

For further information contact:

David M. Mordavsky, Industrial Arts Consultant, 566-2630

Sample - use for any State sponsored activities — Change dates and locations

CONNECTICUT ASSOCIATION - AMERICAN INDUSTRIAL ARTS STUDENT ASSOCIATION
DATE

CHAPTER OFFICERS TRAINING COURSE, LOCATION
OFFICIAL DRESS CODE AND PERMISSION SLIP

Young Women:

A. Young women will be dressed in appropriate business like attire suitable for each occasion. No shorts, jeans, dungarees, cut-offs, or T-shirts.

B. Skirts and blouses, dresses or pantsuits with appropriate shoes and stockings will be expected.

C. An official blazer with a neat, business-like skirt and blouse will be considered appropriate for any occasion.

Young Men:

A. Young men will be dressed in appropriate business-like attire suitable for each occasion. No shorts, jeans, dungarees, cut-offs or T-shirts.

B. Business attire of coat or sweater, dress slacks, shirt and tie, shoes and socks will be expected at all times.

C. A blazer or jacket worn with dress slacks, shirt and tie, or a leisure suit with dress shirt will be considered appropriate attire for any occasion.

"I have read and fully understand the Conference Conduct Practices and Procedures and Dress Code and agree to comply with these conduct guidelines. Furthermore, I am aware of the consequences that will result from violations of any of the above guidelines."

_____ Date

_____ Member's Signature

I approve the student named on the Official Permission Slip to attend the CT-AIASA Officers Training Conference on , at the

Parent/Guardian Signature

Chapter Advisors Signature

School Officials Signature

Return completed, to David M. Mordavsky, CT-AIASA State Advisor, State Department of Education, P.O. Box 2219, Hartford, CT 06115 no later than .

Sample - Advisor make up one for your delegation. All students must have such a form from their school/parents.

ANYTOWN HIGH SCHOOL
Anytown, Connecticut 06115

PARENT PERMISSION FORM

Trip to _____ _____ _____
Place State Date

I hereby give my son/daughter _____ permission to participate in the AIASA Chapter Trip to _____ _____ on the dates of _____ - _____.

I fully understand that said trip has been approved by the administration and that my son/daughter shall abide by the rules and regulations as set forth relative to this trip.

I also agree to release the Board of Education, School Supervisors and assigned chaperones from any responsibility for injuries incurred by my son/daughter while in transit on in residence in _____.

_____
Parent/Guardian Signature

MEDICAL INFORMATION

1. Does your child have any health problems that we need to be aware of?

   ____ Yes _____ No If yes, What? _____

2. Is there any medication your child might require while on this field trip? _____ Yes _____ No

   If yes, please send a properly labeled prescription bottle and indicate here what it is.

   _____

3. I hereby authorize a qualified M.D./Medical Facility to provide any emergency treatment necessary while my child is on the IA Field Trip, with the understanding that _____ will contact me before treatment, if possible, and if not, as soon as possible.
   Advisor

   _____
   Parent/Guardian Signature

My family is covered:

A. Blue Cross ____ Membership No. _____
B. CMS _____ Membership No. _____
C. Other Insurance _____ _____
   Membership number and agency

Where parents can be reached in any emergency:

_____ Home Address _____ Business Address

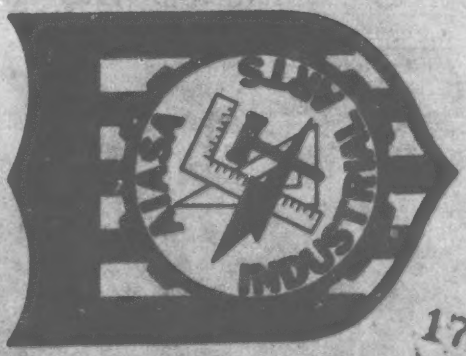
_____ Phone Number _____ Phone Number

Please return to: _____ Advisor, by _____.
Date

American Industrial Arts Student Association

American Industrial Arts Student Association

American Industrial Arts Student Association



AIASA MATERIALS AND SOURCES

American Industrial Arts Student Association
National Headquarters
1908 Association Drive
Reston, Virginia 22091

Art Work - Camera Ready Art of AIASA Emblem
Brochure - 8 page AIASA General Information Brochure
AIASA National Constitution: Bylaws
Guidelines - National AIASA Competitive Event Guidelines
Stationary - AIASA Stationary, red, white: blue emblem
500 sheet/ream, white bond
Informational Flyers - 12 on basic AIASA information
School Scenes - Official AIASA Newsletters - published 4 times a year

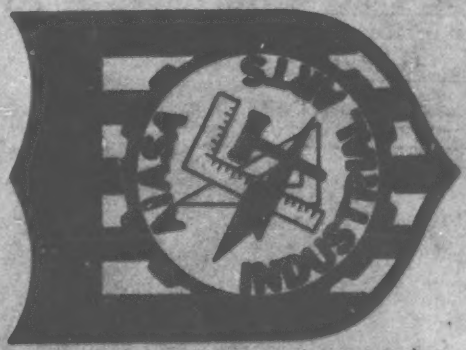
AIASA Student Handbook - published by McKnight Publishing Co.
Bloomington, IL 61701 -- $3.95

AIASA Guide - Standards for Industrial Arts Programs
American Industrial Arts Association
1914 Association Drive
Reston, Virginia 22091

AIASA Membership Items
Balfour Supply Service
11722 Parklawn Drive
Rockville, Maryland 20852
Notebook, Treasurers Filler, Secretary Filler, Jackets, etc.

AIASA - Guide #1 Organizing the Industrial Arts Student Association
Guide #2 Student Association Activities in Industrial Arts Instruction
Guide #3 The Officers Handbook
Guide #4 The Advisors Handbook
Guide #5 Annual Program of Activities

American Industrial Arts Student Association



American Industrial Arts Student Association

American Industrial Arts Student Association

AIASA MATERIALS AND SOURCES

American Industrial Arts Student Association
National Headquarters
1908 Association Drive
Reston, Virginia 22091

Art Work - Camera Ready Art of AIASA Emblem
Brochure - 8 page AIASA General Information Brochure
AIASA National Constitution: Bylaws
Guidelines - National AIASA Competitive Event Guidelines
Stationary - AIASA Stationary, red, white: blue emblem
500 sheet/ream, white bond
Informational Flyers - 12 on basic AIASA information
School Scenes - Official AIASA Newsletters - published 4 times a year

AIASA Student Handbook - published by McKnight Publishing Co.
Bloomington, IL 61701 -- $3.95

AIASA Guide - Standards for Industrial Arts Programs
American Industrial Arts Association
1914 Association Drive
Reston, Virginia 22091

AIASA Membership Items
Balfour Supply Service
11722 Parklawn Drive
Rockville, Maryland 20852
Notebook, Treasurers Filler, Secretary Filler, Jackets, etc.

AIASA - Guide #1 Organizing the Industrial Arts Student Association
Guide #2 Student Association Activities in Industrial Arts Instruction
Guide #3 The Officers Handbook
Guide #4 The Advisors Handbook
Guide #5 Annual Program of Activities

Guide #6 Exhibits and Contest Rules
Available from:
Industrial Arts Education Services
Virginia Department of Education
P.O. Box 6Q
Richmond, Virginia 23216

New Jersey Chapter American Industrial Arts Student Association Handbook
NJ-AIASA State Competitive Events Handbook
State Department of Education
225 W. State Street
Trenton, New Jersey 08625

Arizona State Officers Handbook
Arizona Department of Education
1535 West Jefferson
Phoenix, Arizona 85007

Prepare Student Vocational Organization Members for Leadership Roles
American Association for Vocational Instructional Materials
120 Engineering Center
Athens, GA 30602

Assist Student Vocational Organization in Developing and Financing a Yearly Program of Activities
American Association for Vocational Instruction Materials
120 Engineering Center
Athens, GA 30602

Organization AIASA Activity in the Classroom/States/Script
National Conference - Slides/Script
State Conference - Slides/Script
Local Chapter Activities - Slides/Script
Metric 500 -Slides/Script
State Department of Education
P.O. Box 2219
Hartford, CT 06115

Metric 500 Materials: Kits
PITSCO, Inc.
Box 1328
Pittsburg, PA 66762

Chapter Officer Responsibilities - A Guide to Reporting
State Department of Education
P.O. Box 2219
Hartford, CT 06115

Be an Advisor
Vocational Instructional Services
Texas A & M University
F. E. Box 182
College Station, Texas 77843